POSITION TITLE: SECRETARY   JG: 14

LOCATION: GRIEVANCE COMMITTEE, 10TH JUDICIAL DISTRICT
Hauppauge, NY

BASE SALARY: $44,786   +   LOCATION PAY $4,200

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of general or legal secretarial experience; or satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one (1) year of general or legal secretarial experience; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:
Secretaries provide personal and confidential secretarial services and perform other related duties for the following non-judicial administrators; Chief Clerks VII, Chief Clerks VI, Directors of the Mental Health Information Service, Executive Assistants, Directors and Deputy Directors of units within the Office of Court Administration and other administrative positions of comparable responsibility.

ASSIGNMENT:
The Grievance Committee for the Tenth Judicial District conducts confidential investigations and prosecutions of attorneys accused of professional misconduct. The individual selected will provide secretarial and administrative support to a staff of attorneys and investigators. Responsibilities will include, but are not limited to: word processing (Wordperfect and Word), typing, preparation of legal documents, including pleadings, motions, and appeals, record-keeping in a computer database, filing, scanning, answering telephones and/or other clerical support as necessary. Excellent typing skills and proofreading ability are required; prior law office experience preferred. Must be able to handle sensitive matters in a confidential manner.

GENERAL INFORMATION:
The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They do not include all job duties performed by employees in the title, and every position does not necessarily require these duties. Although a position is available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title in this promotion unit dependent upon the needs of the Unified Court System. All applications received from this announcement may be used to fill any vacancies in this title that may occur in this court or agency within the next six (6) months. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/UCS5.pdf) and a resume to:

Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O’Donoghue, Human Resources Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 18, 2019   APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 9, 2019

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