**POSITION TITLE:** SECRETARY TO JUDGE

**LOCATION:** 9th JUDICIAL DISTRICT
WESTCHESTER SUPREME & COUNTY COURTS

**BASE SALARY:** $52,981 + $4,200 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** High school diploma or the equivalent and two (2) years of legal secretarial experience; or an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**
Secretaries to Judges provide personal and confidential legal secretarial services and perform other related duties for judges who serve in the Supreme Court, Court of Claims, City, Family, County, Surrogate's and District Courts. Secretaries to Judge may also perform clerical and reporting duties in a courtroom or court office. In courts where the Secretary to Judge provides personal and confidential legal secretarial services for more than one judge, the appointing authority is the Chief Administrative Judge.

**ASSIGNMENT:**
Perform secretarial and clerical duties for Hon. Janet C. Malone, Supreme Court Justice.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications must 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by mail to:

Hon. Janet C. Malone  
Supreme Court Justice  
Westchester Supreme & County Court  
111 Dr. Martin Luther King Jr. Blvd.  
White Plains, NY 10601

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 5, 2020

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