



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 25905

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**POSITION TITLE:** SECRETARY TO JUDGE **JG: 17**

**LOCATION:** SUPREME COURT, CRIMINAL TERM - BRONX COUNTY

**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 Judges may also perform clerical and reporting duties in a courtroom or court office.

**ASSIGNMENT:**

This position will provide personal and confidential secretarial services to the Honorable John Carter including all administrative duties of chambers, assistance with court proceedings as needed and other tasks as laid out by the Judge.

**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. 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter, resume and three references by email to [bortiz@nycourts.gov](mailto:bortiz@nycourts.gov)

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** August 21, 2019 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 12, 2019

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