



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52530

POSITION TITLE: ADMINISTRATIVE CLERK **JG: 12**

LOCATION: MENTAL HYGIENE LEGAL SERVICE
QUEENS COUNTY

BASE SALARY: \$36,865 + LOCATION PAY \$3,697

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: Associate degree or 60 college credits from an accredited college or university; **or** High school diploma or the equivalent and three (3) years of relevant experience; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Administrative Clerks work with substantial independence and provide paraprofessional administrative, clerical, and secretarial support for units within the Office of Court Administration (OCA) and in District Administrative Judge's Offices on projects involving confidential research leading to policy development or implementation. They may perform tasks which require supervising office clerical personnel, keyboarding, and performing other related duties.

ASSIGNMENT:

Reviews documents, forms, court records and other written material delivered by mail, in-person, electronically or by other means, to determine whether required information is present and accurate; assists co-workers with routine problems and questions concerning work procedures and methods; trains new employees; receives, date stamps, sorts, and distributes incoming mail; types correspondence, reports, memoranda, lists, envelopes, forms, and other written material; prepares and proofreads correspondence for signature of supervisor, using form letters or standard wording to answer inquiries; answers in-person or telephone inquiries; files, retrieves, and sorts papers; prepares correspondence and forms and other clerical work; has knowledge of the rules of English grammar, spelling, punctuation, sentence structure; computer skills: word processing and data base knowledge.

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:

Michael Neville
Director, Mental Hygiene Legal Service
170 Old Country Road, Room 500
Mineola, NY 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 8, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 29, 2015

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
