



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54612

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: MENTAL HYGIENE LEGAL SERVICE
UTICA, NY

BASE SALARY: \$42,204

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 secretarial course work 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 individual, 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: This position will be assigned to the Utica office. The secretary will provide support for attorneys in litigation-intensive assignments regarding the confinement of sex offenders pursuant to Article 10 of the Mental Hygiene Law and include: preparation of draft pleadings and other draft documents for attorney review; assist in finalizing motions and pleadings for submission to trial courts; assist in scheduling adjournments and other interactions with trial courts; organizing discovery documents; preparation of trial books, and processing requests for payment for services involving expert witnesses, travel expenses and transcripts. Secretaries must have the ability to type finished material at the rate of forty-five (45) words per minute. Familiarity with Microsoft Outlook and Word Perfect X3 is desirable.

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. Special arrangements for the disabled may be made by contacting this office at 585-530-3104 prior to the interview.

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 by mail to:

Mary L. Jones
Human Resources
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 21, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 13, 2016

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