



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 54508

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**POSITION TITLE:** SECRETARY **JG: 14****LOCATION:** MENTAL HYGIENE LEGAL SERVICE  
BUFFALO, NY**BASE SALARY:** \$ 41,378**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL**QUALIFICATIONS:** High School diploma or the equivalent and two (2) years of general or legal secretarial experience requiring stenography; **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 requiring stenography; **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 Buffalo office. The secretary will provide support for attorneys in litigation-intensive assignments including: 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. Familiarity with Microsoft Outlook and Word Perfect X3 is desirable. Secretaries must have the ability to type finished material at the rate of forty-five (45) words per minute.

**GENERAL INFORMATION:**

The above statements are intended to describe the general nature and level of work 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. Special arrangements for the disabled may be made by contacting the Director of MHLS at 585-530-3050 prior to the interview. 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 resume to:

EMMETT J. CREAMER, DIRECTOR  
MENTAL HYGIENE LEGAL SERVICE - ADMINISTRATIVE OFFICES  
M. DOLORES DENMAN COURTHOUSE  
50 EAST AVENUE, SUITE 402  
ROCHESTER, NY 14604

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

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**POSTING DATE:** December 23, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 15, 2016

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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.

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