



**PLEASE POST**

**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
3<sup>RD</sup> JUDICIAL DISTRICT**

**Announcement Number: 3019**

**POSITION TITLE: Court Office Assistant - Job Share (Part Time 50%)** **JG: 8**

**LOCATION:** Rensselaer County Commissioner of Jurors Office  
Third Judicial District  
Rensselaer County Courthouse  
80 Second Street  
Troy, NY 12180

**BASE SALARY: \$28,234 Annual (50% of \$28,234)**

**CLASSIFICATION: NON-COMPETITIVE**

**QUALIFICATIONS:** High school diploma or the equivalent and one (1) year of clerical experience.

**DISTINGUISHING FEATURES OF WORK:** Court Office Assistants work under close supervision on a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, retrieving material from files and providing information at public counters and may perform incidental keyboarding of information and other related duties. Court Office Assistants are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

**ASSIGNMENT:** Under the direction of the Commissioner of Jurors, this position will provide clerical duties as needed. The duties of this position will include data entry of juror information, update juror records, opening mail and distribute as appropriate, answer telephone inquiries regarding jury service, file, prepare correspondence for signature, as well as assist in the implementation of jury procedures and orientation. Additional duties will be discussed at the time of interview.

**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 the same 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 is (1).

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Carol Schongar, District Executive  
Third District Administrative Office  
40 Steuben Street, 6<sup>th</sup> Floor  
Albany, NY 12207  
(518) 285-8300

Applicants are encouraged to complete the EEO Data Collection Form

**POSTING DATE: December 15, 2010**

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 7, 2011**

For employment opportunities in the Unified Court System, please go to [www.nycourts.gov](http://www.nycourts.gov)

The New York State Unified Court System is an Equal Opportunity Employer.  
Women, Minorities, and Individuals with Disabilities are encouraged to apply.