



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 31003

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: SURROGATE'S COURT, BRONX COUNTY

BASE SALARY: 39,771 + LOCATION PAY \$3,697

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: **Working in the Administrative Office acting as Secretary to the Chief Clerk.**

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 P. HAUSLER
CHIEF CLERK VI
BRONX COUNTY SURROGATE'S COURT
851 GRAND CONCOURSE, ROOM 326
BRONX, NY 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 8, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 30, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
