



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 33005

POSITION TITLE: COURT AIDE **JG: 10**

LOCATION: SURROGATE'S COURT, QUEENS COUNTY

BASE SALARY: \$ 31,557 + LOCATION PAY \$3,697

CLASSIFICATION: **NON-COMPETITIVE**

QUALIFICATIONS: Successful completion of the eighth grade or the equivalent.

DISTINGUISHING FEATURES OF WORK:

Court Aides are responsible for transporting furniture, equipment, and other bulk objects between offices, courtrooms, judges' chambers, and other courthouse locations. Court Aides also perform messenger duties and a variety of routine clerical and other related tasks.

ASSIGNMENT: SURROGATES'S COURT QUEENS COUNTY

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:

MARGARET GRIBBON
CHIEF CLERK VI
QUEENS COUNTY SURROGATES COURT
88-11 SUTPHIN BOULEVARD, 7TH FLOOR
JAMAICA, NEW YORK 11435

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 10, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 3, 2010

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