



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 34601

POSITION TITLE: COURT REVENUE ASSISTANT **JG: 14**

LOCATION: RICHMOND COUNTY SURROGATE'S COURT

BASE SALARY: \$41,378 + \$ 3,697 LOCATION PAY

CLASSIFICATION: PROVISIONAL* / TEMPORARY

QUALIFICATIONS: Associate's degree from an accredited college in business, accounting, finance or a related field; **or** High school diploma or the equivalent and three (3) years of relevant experience as a bank teller, bookkeeper, head cashier, accounting clerk, or other position that requires accounting or bookkeeping duties.

Preference will be given to candidates with a Bachelor's degree in Business or Finance.

***Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.**

DISTINGUISHING FEATURES OF WORK: Under direct supervision of a Chief Clerk, Deputy Chief Clerk or other supervisory personnel, Court Revenue Assistants collect cash and perform fiscal tasks in which mathematical calculations are fundamental and may include accepting fees, fines, bail or other payments; disbursing funds including the refund of bail, and performing daily cash drawer and monthly bank statement reconciliations. Court Revenue Assistants may also perform 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, providing information at public counters, and other related duties

ASSIGNMENT: Richmond Surrogate's Court

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. Positions available at this 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:

RONALD CERRACHIO
CHIEF CLERK
RICHMOND COUNTY, SURROGATE'S COURT
18 RICHMOND TERRACE
STATEN ISLAND, NY 10301

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: June 27, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 12, 2016

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.
