



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 37004

POSITION TITLE: SUPERVISING COURT AIDE **JG: 14**

LOCATION: KINGS COUNTY CLERK'S OFFICE

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

CLASSIFICATION: **NON-COMPETITIVE**

QUALIFICATIONS: One year of service in the Court Aide title; **or**
High school diploma or the equivalent; **or**
An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under general supervision, Supervising Court Aides are responsible for supervising all Court Aides in a court or agency having a minimum of 3 such positions, and for coordinating the transportation of bulk objects, files, and equipment. Supervising Court Aides supervise the preservation of court records including maintaining complete case files, binding documents, microfilming case papers, and recording information on supplemental index records. Supervising Court Aides also perform messenger duties and a variety of clerical and other related tasks.

ASSIGNMENT: KINGS COUNTY CLERK'S OFFICE

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:

NANCY T. SUNSHINE
COUNTY CLERK
KINGS COUNTY CLERK'S OFFICE
360 ADAMS STREET, ROOM 189
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 3, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 26, 2010

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