



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52020

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**POSITION TITLE:** SECRETARY **JG: 14**

**LOCATION:** MENTAL HYGIENE LEGAL SERVICE  
LETCHWORTH VILLAGE DEVELOPMENTAL CENTER  
THIELLS, NEW YORK

**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:**

Provide personal and confidential secretarial services; composes correspondence for supervisor's signature; maintains office files and personnel records; screens visitors, telephone calls, mail and other confidential material; provides guidance and direction to clerical and other support staff; confers with judges, administrative and court personnel at supervisor's request; takes and transcribes dictation of correspondence, reports and other typical office materials; proofreads typed material for accuracy and correct grammar, spelling and punctuation; sorts, logs, distributes and circulates mail and coordinates the distribution of confidential materials and takes notes and minutes at conferences and meetings.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

MENTAL HYGIENE LEGAL SERVICE  
APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT  
170 OLD COUNTY ROAD, ROOM 500  
MINEOLA, NEW YORK 11501

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** December 1, 2010

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 22, 2010

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

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