



PLEASE POST



APPELLATE DIVISION, FOURTH DEPARTMENT EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

ANNOUNCEMENT NUMBER 54003

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

LOCATION: Mental Hygiene Legal Service
UTICA, NY

BASE SALARY: \$39,771 ANNUALLY PLUS FULL BENEFITS

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 Hygiene Legal Service, District Executive, Directors and Deputy Directors of units within the Office of Court Administration and other administrative positions of comparable responsibility

TYPICAL DUTIES: Secretaries must have the ability to type finished material at the rate of forty-five (45) words per minute. Secretaries take and transcribe dictation of correspondence, reports, memoranda, and other materials, type materials, including charts and statistics, from handwritten drafts, proofread typed material for accuracy and correct grammar, spelling, and punctuation. Secretaries compose correspondence for supervisor's signature, maintain appointment calendar and arranges meetings, make travel and lodging arrangements and process vouchers for reimbursement of expenses, and take notes and minutes at conferences and meetings. Secretaries screen visitors and telephone calls and respond to inquiries or refer them to other personnel, monitor the progress of assignments and the submission of staff reports, organize and maintain office files and personal records, sort, log, distribute and circulate mail and coordinate the distribution of confidential materials. Secretaries extract materials from office records and prepare informational reports. Secretaries also operate a variety of office machinery including photocopier, calculator, typewriter, and dictating equipment.

ASSIGNMENT: This position will be assigned to the Utica office. Experience providing secretarial support for attorneys, and familiarity with computers and Word Perfect X3 is desirable.

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 the same 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. Special arrangements for the disabled may be made by contacting the Director at (585)530-3050 prior to the interview. Position(s) available at the present time: 1 .

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are required to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web <http://www.nycourts.gov/careers/UCS5.pdf>) with a resume to:

Emmett J. Creahan, Director
Mental Hygiene Legal Service - Administrative Offices
M. Dolores Denman Courthouse
50 East Avenue, Suite 402
Rochester, NY 14604

Applicants are encouraged to complete an EEO Data Collection Form UCS-19X.

POSTING DATE: September 22, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 14, 2010

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