



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54601

POSITION TITLE: EXECUTIVE ASSISTANT, APPELLATE DIVISION **JG:** NS

LOCATION: APPELLATE DIVISION, 4TH DEPARTMENT
BUFFALO AND ROCHESTER, NY

BASE SALARY: Salary Determined Upon Successful Candidate's Qualifications and Experience

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Master's degree in Public or Business Administration from an accredited college or university, or a law degree from an accredited law school and five (5) years of relevant experience; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Executive Assistants, Appellate Division work under direct supervision of a Presiding Justice or Clerk of the Court providing managerial analysis of complex court operations and staff assistance to the Presiding Justice in the management of court activities. Executive Assistants, Appellate Division may be delegated responsibility for management of particular areas of court operations, may oversee special or on-going projects and prepare reports to the Presiding Justice.

ASSIGNMENT:

This position requires frequent travel and maintains offices in both Buffalo and Rochester, NY. Duties include but are not limited to: performing managerial studies of complex court operations and preparing reports and recommendations; acting as a representative of the Presiding Justice in conferences with the Office of Court Administration to resolve managerial problems; researching and drafting reports and other writings for the Presiding Justice; reviewing court operations and recommending changes as needed; assisting with budget preparation; reviewing requests for new positions and reclassifications and recommending appropriate action to the Presiding Justice; and supervising personnel.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. 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) with a resume and cover letter to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 19, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 2, 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.
