



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12404

POSITION TITLE: CLERICAL ASSISTANT **JG: 12**

LOCATION: NEW YORK STATE COURT OF CLAIMS
ALBANY COUNTY

BASE SALARY: \$44,926

CLASSIFICATION: COMPETITIVE - PROVISIONAL*

QUALIFICATIONS: High school diploma or the equivalent and one (1) year of clerical or data recording experience; or Thirty (30) college level credits substituted for each year of work experience.
As part of the interview process, all applicants will be required to pass an assessment test. It will assess record keeping, language skills, clerical checking and basic mathematical skills.

*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 supervision, Clerical Assistants work with a limited degree of independence on a variety of office support and clerical tasks such as checking, sorting, filing, scanning, and retrieving court papers, keyboarding and data entering information, and responding to customer inquiries. Clerical Assistants may work at public counters as information clerks, may work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and perform other related duties. Clerical Assistants are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

ASSIGNMENT: There are currently four positions available in the Administrative office. Duties include but are not limited to: reviewing documents, forms and court records; data processing; preparing periodic reports; preparing daily calendars; preparing orders; distributing orders; file retrieval; assisting the public and miscellaneous clerical support.

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: 4.

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 cover letter and resume by email to ctclpersonnel@nycourts.gov or by mail to:

NYS Court of Claims
Robert Abrams Bldg. for Law & Justice
PO Box 7344
Albany, NY 12224
Attn: Suzette Colón

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: May 2, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 30, 2024

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.
