



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1258_Extended

POSITION TITLE: SECRETARY

LOCATION: LAWYERS' FUND FOR CLIENT PROTECTION
ALBANY, NEW YORK

BASE SALARY: \$51,113

CLASSIFICATION: UNCLASSIFIED

QUALIFICATIONS: Preference will be given to candidates with secretarial experience, word processing/database experience, and a minimum of (2) years experience with the NYS Statewide Financial System (SFS).

ASSIGNMENT: The Secretary is responsible for providing confidential secretarial and administrative services in the investigation and processing of claims for reimbursement; screening visitors and telephone calls, respond to inquiries, and refer questions to appropriate staff; processing correspondence and memoranda by staff in the investigation of claims for reimbursement; the intake and processing of notices received pursuant to the Dishonored/Overdraft Check Notice Reporting Rule; the processing and monitoring of court-ordered sanctions; the preparation and processing of vouchers for payment of awards of reimbursement and the Fund's expenses in the Statewide Financial System (SFS) and for the maintenance of the Fund's petty cash account, with the supervision of the Executive Director.

The Secretary is responsible for maintaining financial records which include receipts and disbursements journals and review of monthly accountings of the Fund's finances and assisting the Administrative Secretary in the duties of a Health Benefits Administrator.

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) a cover letter, three references with contact information and a resume by email to mjk@nylawfund.org or by mail to:

Lawyers' Fund for Client Protection
119 Washington Avenue
Albany, New York 12210

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: May 13, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 24, 2022

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.
