



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1265

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**POSITION TITLE:** SENIOR ADMINISTRATIVE CLERK **JG: 14**

**LOCATION:** DIVISION OF PROFESSIONAL AND COURT SERVICES  
RECORDS MANAGEMENT/BROOKLYN ARMY TERMINAL  
140 58<sup>TH</sup> STREET, BROOKLYN, NY 11220

**BASE SALARY:** \$ 45,685 + \$4,300 Location Pay

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Associate degree or 60 college credits from an accredited college or university and one year of relevant experience; or High school diploma or the equivalent and four (4) years of relevant experience; or An equivalent combination of education and experience. Candidate must have a valid NYS Driver license.

**DISTINGUISHING FEATURES OF WORK:** Senior Administrative Clerks are supervisors of clerical units or work with substantial independence to provide paraprofessional administrative, clerical, and secretarial support for units within the Office of Court Administration (OCA) and in District Administrative Judge's Offices on projects involving confidential research leading to policy development or implementation. They may perform tasks which require obtaining data or information, preparing written memoranda and reports, keyboarding, planning and scheduling activities, and performing other related duties.

**ASSIGNMENT:** This position will provide clerical support for the Records Management Brooklyn Army Terminal office. Duties include, but are not limited to assigning bar codes to files and records storage boxes; reviewing work orders and checking the status of records using a records management database; pulling records files from record storage boxes; reviewing and preparing reports to accompany outgoing work orders; data enter information on files pulled and returned in records center database; assisting with large shipments of boxes received from the courts and with the preparation of mass quantities of boxes for shredding; responding to inquiries from courts and the public; repairing damaged records storage boxes. This position will also require operating a motor vehicle to pick up and deliver court documents to and from other court facilities; Candidate must be able to transfer objects and equipment weighing up to 50 pounds; operate office machinery including power jack, electric jack, photocopier, digital sender, and fax machine.

**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. 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 by email to [DPCS@nycourts.gov](mailto:DPCS@nycourts.gov) or mail to:

Jane Chin  
Chief Records Manager  
Division of Professional and Court Services  
Office of Records Management  
25 Beaver Street, 7th Floor  
NY, NY 10004

**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.

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**POSTING DATE:** June 22, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 29, 2022

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**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.**

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