



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 22221

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**POSITION TITLE:** SECRETARY TO FAMILY COURT JUDGE **JG: 17**

**POSITION LOCATIONS:** FAMILY COURT, NEW YORK CITY  
RICHMOND COUNTY

**BASE SALARY:** \$ 54,043 + \$ 4,300 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** High School diploma or the equivalent and two (2) years of legal secretarial experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

A Secretary to Family Court Judge is responsible for providing legal secretarial services for two (2) or more judges who serve in the New York City Family Court. A Secretary to Family Court Judge is appointed by the Chief Administrative Judge and may also perform clerical and reporting duties in a courtroom or court office.

**ASSIGNMENT:** Perform secretarial, stenographic, and clerical duties for the Family Court Judges.

**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 must submit a completed 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 [NYCFCHR@nycourts.gov](mailto:NYCFCHR@nycourts.gov) or by mail to:

OFFICE OF CHIEF CLERK  
NEW YORK CITY FAMILY COURT  
60 LAFAYETTE STREET  
NEW YORK, NEW YORK 10013

**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:** September 22, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 20, 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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