



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 31306

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #31302 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

POSITION TITLE: SUPERVISING COURT AIDE **JG: 14**

LOCATION: SURROGATE'S COURT, BRONX COUNTY

BASE SALARY: \$ 48,943 + \$ 4,635 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of service in the Court Aide title; or High school diploma or the equivalent; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under general supervision, Supervising Court Aides are responsible for supervising all Court Aides in a court or agency having a minimum of 3 such positions, and for coordinating the transportation of bulk objects, files, and equipment. Supervising Court Aides supervise the preservation of court records including maintaining complete case files, binding documents, microfilming case papers, and recording information on supplemental index records. Supervising Court Aides also perform messenger duties and a variety of clerical and other related tasks.

ASSIGNMENT: This position is responsible for supervising the staff assigned to the record room. Duties include but are not limited to scanning important documents into the various files and departments; working on the Web Surrogate in separating scanned documents generating/mailling reports; handling/sorting all incoming mail; updating all current addresses; assisting the public and attorneys at the record room; answering inquiries and providing real time assistance to walk-ins and by phone calls; requesting and tracking office supplies; creating and labeling files for the entire Accounting & Miscellaneous, Administration, Guardianship, Probate and Small Estates; working with the Chief Clerk and Deputy Chief Clerk coordinating with outside vendors on various projects.

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) and a resume and cover letter by mail to:

Elix R. Madera-Fliegelman
Chief Clerk
Bronx Surrogate's Court
851 Grand Concourse, Room 327
Bronx, NY 10451-2937

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: November 17, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 15, 2023

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.
