



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 33405

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**POSITION TITLE:** COURT AIDE **JG: 10**

**LOCATION:** QUEENS COUNTY SURROGATE'S COURT

**BASE SALARY:** \$ 40,008 + \$ 4,775 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Successful completion of the eighth grade or the equivalent.

**DISTINGUISHING FEATURES OF WORK:**

Court Aides are responsible for transporting furniture, equipment, and other bulk objects between offices, courtrooms, judges' chambers, and other courthouse locations. Court Aides also perform messenger duties and a variety of routine clerical and other related tasks.

**ASSIGNMENT:** Duties include but are not limited to processing the daily mail; carrying files and other items; rearranging office equipment and furnishings; stocking supplies and maintaining inventory; filling case papers; transporting court documents; operating office machinery; sorting and distributing mail; and performing general clerical tasks. Candidates must have the ability to lift and carry objects that weigh up to fifty pounds and the ability to stand and walk for lengthy periods.

**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](http://www.nycourts.gov/careers/UCS5.pdf)), and a resume and cover letter by mail to:

Janet Edwards Tucker  
Chief Clerk  
Queens Surrogate's Court  
88-11 Sutphin Blvd.  
Jamaica, NY 11435

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

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**POSTING DATE:** April 30, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 28, 2024

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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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