



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 35401

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

LOCATION: NEW YORK COUNTY CLERK'S OFFICE

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: This position is assigned to the Jury department. Duties include but are not limited to: answering juror calls; responding to juror inquiries; 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), and a cover letter and resume by email to mtavarez@nycourts.gov or by mail to:

Manuel J. Tavarez, Esq.
Administrator
New York County Clerk
60 Centre Street, Room 140M
New York, NY 10007

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

POSTING DATE: March 4, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 1, 2024

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.
