



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 35402

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

LOCATION: NEW YORK COUNTY CLERK'S OFFICE

BASE SALARY: \$ 50,410 + \$ 4,775 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 will be assigned to the Jury department. Duties include but are not limited to: supervising court aides in the jury department; supervising the court aides in performing messenger services between court locations, relocation of office equipment and furniture, carrying files and other items, stocking supplies and maintaining inventory, 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 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 EQUAL EMPLOYMENT OPPORTUNITY 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.
