



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 4223**

POSITION TITLE: DRIVER MESSENGER

JG: 11

LOCATION: 4th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$ 38,424

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Successful completion of the eighth grade or the equivalent; and Possession of a valid drivers license in New York State to operate the type of motor vehicle in use; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Driver-Messengers are responsible for operating motor vehicles and delivering court and other documents, and materials to courts, government agencies, and other buildings. They also transport court employees on official business and perform various routine clerical and other related duties.

ASSIGNMENT: Duties include but are not limited to: maintaining and servicing State-owned motor vehicles; picking up and delivering documents, mail, furniture and other heavy equipment; assisting with distributing mail and messages within and between court buildings; assisting with scanning, shredding, deliveries, stockroom maintenance, and other clerical assignments. 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 must 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 to by email to 4JDJobs@nycourts.gov or by mail to:

JOANNE B. HAELEN
DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
101 STATE FARM PLACE, SUITE 100
MALTA, NY 12020
518-285-5099

[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.

POSTING DATE: June 23, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 21, 2022

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.

