



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 4335

POSITION TITLE: CLERICAL ASSISTANT

JG: 12

LOCATION: 4th JUDICIAL DISTRICT

BASE SALARY: \$43,617

CLASSIFICATION: COMPETITIVE - PROVISIONAL*

QUALIFICATIONS: High school diploma or the equivalent and one (1) year of clerical or data recording experience; or Thirty (30) college level credits substituted for each year of work experience.
As part of the interview process, all applicants will be required to pass an assessment test. The assessment will assess record keeping, language skills, clerical checking and basic mathematical skills.

*Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.

DISTINGUISHING FEATURES OF WORK: Under supervision, Clerical Assistants work with a limited degree of independence on a variety of office support and clerical tasks such as checking, sorting, filing, scanning, and retrieving court papers, keyboarding and data entering information, and responding to customer inquiries. Clerical Assistants may work at public counters as information clerks, may work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and perform other related duties. Clerical Assistants are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

ASSIGNMENT: There are currently multiple positions available within the Fourth Judicial District. Duties include but are not limited to: reviewing documents, forms and court records; data processing; preparing periodic reports; preparing daily calendars; preparing orders; distributing orders; file retrieval; assisting the public and miscellaneous clerical support.

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: 10.

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 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 EEO DATA COLLECTION FORM.

POSTING DATE: August 16, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 13, 2023

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