



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51216

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT
ATTORNEY GRIEVANCE COMMITTEE
180 MAIDEN LANE, NEW YORK

BASE SALARY: \$45,685 + LOCATION PAY \$4,300

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of general or legal secretarial experience requiring stenography; **or** satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one (1) year of general or legal secretarial experience; requiring stenography; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Secretaries provide personal and confidential secretarial services and perform other related duties for the following non-judicial administrators; Chief Clerks VII, Chief Clerks VI, Directors of the Mental Health Information Service, Executive Assistants, Directors and Deputy Directors of units within the Office of Court Administration and other administrative positions of comparable responsibility.

ASSIGNMENT: This position will provide support for the attorneys, and other staff, in the Attorney Grievance Committee office with respect to complaints of professional misconduct filed against attorneys. Duties include, but are not limited to, secretarial, administrative and clerical tasks, keyboarding, preparing, revising, editing, proofreading, and finalizing correspondence and legal documents, document organization and filing, case management system data entry and maintenance, opening and maintaining files including digital files, maintenance of calendars and tasks, answering and routing telephone calls, assistance with the management of cases and Committee agendas, interaction with Committee, and various other legal and administrative duties assigned by the Chief Attorney. Candidates must have exceptional keyboarding and organizational skills, and be proficient with Microsoft Office Suite products. Legal secretarial/administrative experience and/or prior law office experience are preferred.

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 resume by email to ad1humanresources@nycourts.gov or mail to:

Kerry Bookstaver
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

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 24, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 22, 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.
