



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51217

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #51114 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION

POSITION TITLE: ADMINISTRATIVE SECRETARY **JG: 17**

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

BASE SALARY: \$54,043 + \$ 4,300 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and three (3) years of general or legal secretarial experience; or satisfactory completion of a certified business or commercial course beyond the high school level; and two (2) years of general or legal secretarial experience; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Administrative secretaries provide personal and confidential secretarial services and administrative assistance and perform other related duties for executive staff such as Chief Clerks of the Appellate Divisions, County Clerks in New York City, the Directors of Management and Planning, Court Information Service, Budget & Finance, and Personnel in the Office of Court Administration and for the Directors of Administration for the courts outside of New York City.

ASSIGNMENT: This position is assigned to the Attorney Grievance Committee, located at 180 Maiden Lane. Duties include, but are not limited to, providing general clerical and administrative work to an active litigation office; responding to telephone and email inquiries, data entry, confidential data base searches, file management, processing complaints and preparing Court filings, documents and letters related to the Committee's investigations. Secretarial experience is essential, including computer and general clerical support skills.

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 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.
