



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54405

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: APPELLATE DIVISION, FOURTH JUDICIAL DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE, UTICA, NY

BASE SALARY: \$50,410

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of general or legal secretarial experience; or satisfactory completion of a certified business or commercial course beyond the high school level including secretarial course work and one (1) year of general or legal secretarial experience; 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 individual, 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: The secretary will provide support for attorneys in litigation-intensive assignments pursuant to the Mental Hygiene Law, and the duties will include: typing draft pleadings and other draft documents for attorney review; assisting in finalizing motions and pleadings for submission to trial courts; assisting in scheduling adjournments and other communications with trial courts; organizing discovery documents; preparing trial books; processing requests for payment of services involving expert witnesses, travel expenses and transcripts; and scanning, saving and filing documents. Secretaries must have the ability to type finished documents at the rate of forty-five (45) words per minute. Familiarity with Microsoft Outlook, WordPerfect X3, MSWord, Excel and Adobe/Foxit (PDF) is desirable.

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) with a cover letter and a résumé by email to mljones@nycourts.gov or by mail to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: April 30, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 28, 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.
