



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 6230

**POSITION TITLE:** COURT ASSISTANT**JG:** 16**LOCATION:** 6<sup>th</sup> JUDICIAL DISTRICT  
Chemung, Delaware and Tompkins County**BASE SALARY:** \$51,113**CLASSIFICATION:** PROVISIONAL\* / TEMPORARY**QUALIFICATIONS:** High school diploma or the equivalent and two (2) years of clerical experience; or Four (4) years of clerical 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.**

**\*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:** Court Assistants serve as part clerks in: Supreme Courts; all County and District level courts; those City Courts with three or more full-time judges; and the Civil Court of the City of New York. As part clerks, they work under the supervision of higher level court clerical personnel, Chief Clerks, Commissioners of Jurors, or County Clerks and perform court clerical tasks directly related to court proceedings. Court Assistants may also work outside of the courtroom in these same courts, in other New York City courts, or in the Court of Claims, where they provide procedural information, supervise units staffed by Principal Office Assistants and other subordinate personnel engaged in court support activities such as intake of papers or docketing. They may be designated to act in the absence of the Chief Clerk or Commissioner of Jurors, and may perform duties related to arbitration and the disposition of actions by means of arbitration, and perform other related duties.

**ASSIGNMENT:** There are currently five positions available within the Sixth Judicial District and they will be assigned to Chemung, Delaware and Tompkins counties. Duties include but are not limited to: accepting court documents; examining for accuracy, completion and legal sufficiency; extracting pertinent information from court records; scheduling court proceedings on the calendar; annotating all provisions of court rulings for permanent records; preparing written correspondence to the public, attorneys and outside agencies; communicating orally with the public, attorneys, and court personnel; scheduling hearings and conferences between attorneys, litigants and others requested by the judge and assigning and reviewing clerical tasks such as typing, filing and docketing to subordinates.

**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. Positions available at this time: 5.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume to <https://ww2.nycourts.gov/6jdjobs> or mail to:

ALANNA VROMAN  
HUMAN RESOURCES  
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
THE KILMER BUILDING  
31 LEWIS STREET, 5<sup>TH</sup> FLOOR  
BINGHAMTON, NY 13901

**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.**

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**POSTING DATE:** October 28, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 25, 2022

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**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.**

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