



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 7323

POSITION TITLE: COURT ASSISTANT

JG: 16

LOCATION: 7th JUDICIAL DISTRICT

BASE SALARY: \$54,768

CLASSIFICATION: COMPETITIVE - PROVISIONAL*

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: 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: **4**.

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) a resume, location preference form and cover letter by email to 7thhumanresources@nycourts.gov or by mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

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

POSTING DATE: August 18, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 15, 2023

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.

Location Preference Form

As stated on the Employment Announcement, there are multiple positions available in the 7th Judicial District. Please return this form with your Application packet, to signify which locations in the 7th Judicial District you are interested in.

Court Assistant (JG-16) - Competitive - Provisional			
Location Name	Location Address	Interested	Not Interested
Cayuga County	152 Genesee Street Auburn, NY		
	157 Genesee Street, Auburn, NY		
Livingston County	2 Court Street, Geneseo, NY		
Monroe County	99 Exchange Boulevard, Rochester, NY		
Ontario County	27 North Main Street, Canandaigua, NY		
	2 North Main Street, Canandaigua, NY		
	255 Exchange Street, Geneva, NY		
Seneca County	48 West Williams Street, Waterloo, NY		
Steuben County	3 East Pulteney Square, Bath, NY		
	500 Nasser Civic Center Plaza, Corning, NY		
	32 Main Street, Hornell, NY		
Wayne County	54 Broad Street, Lyons, NY		
Yates County	415 Liberty Street, Penn Yan, NY		
