



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52420

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: COMMITTEES ON CHARACTER & FITNESS
335 Adams Street, Suite 2404
Brooklyn, New York 11201

BASE SALARY: \$40,567 + LOCATION PAY \$3,697

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 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 Committees on Character and Fitness process approximately 2,500 applications for admission annually to the New York State Bar. The individual selected will interact with applicants seeking admission to practice law, the attorney members of the Committees and other staff. The secretary must be proficient in the use of a computer. Must possess working knowledge of WordPerfect, Excel and e-mail. Responsibilities will include, but are not limited to, word processing, typing, preparation of legal documents, keyboarding, record-keeping in a computer database, filing, answering telephones and/or other clerical support as necessary. Excellent typing skills and experience dealing with telephone inquiries is preferred, as well as familiarity with office machinery. SFS data entry experience, organizational skills and excellent proofreading abilities are also required.

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 to:

Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Human Resources Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 15, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 7, 2015

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