



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 22507

POSITION TITLE: SECRETARY TO FAMILY COURT JUDGE **JG: 17**

POSITION LOCATIONS: FAMILY COURT, NEW YORK CITY
KINGS COUNTY

BASE SALARY: \$ 48,938 + \$ 3,697 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: High School diploma or its equivalent and two (2) years of legal secretarial experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

A Secretary to Family Court Judge is responsible for providing legal secretarial services for two (2) or more judges who serve in the New York City Family Court. A Secretary to Family Court Judge is appointed by the Chief Administrative Judge and may also perform clerical and reporting duties in a courtroom or court office.

ASSIGNMENT: Kings County

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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:

GEORGE CAFASSO
CHIEF CLERK
NEW YORK CITY FAMILY COURT
60 LAFAYETTE STREET, 11th FLOOR
NEW YORK, NEW YORK 10013

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 6, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 1, 2015

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