



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53408

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: COMMITTEE ON PROFESSIONAL STANDARDS
THIRD JUDICIAL DEPARTMENT

BASE SALARY: \$40,567

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:

Perform clerical and secretarial tasks, including word processing and editing, for Attorney Grievance Committee. Provide support for attorneys in both investigation and litigation assignments. The position requires answering telephone inquiries from the general public and performing other duties as assigned by the Chief Attorney. Candidates should have strong organizational skills and strong computer skills, including proficiency in Microsoft Outlook, Word and Office. Experience working in the litigation area of practice is preferred. Proficiency in stenographic skills is not an essential requirement for the duties of the position being filled.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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 by email to ad3cops@nycourts.gov or mail to:

Monica Duffy, Chief Attorney
Committee on Professional Standards
Third Judicial Department
286 Washington Ave. Ext., Suite 205
Albany, New York 12203

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 24, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 18, 2014

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.
