



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53420

POSITION TITLE: SECRETARY

JG: 14

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
ATTORNEY GRIEVANCE COMMITTEE
ALBANY, NEW YORK

BASE SALARY: \$50,410

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of general or legal secretarial experience; **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; **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: This position will provide support for the attorneys, and other staff in the Attorney Grievance Committee Office with respect to complaints of professional misconduct filed against attorneys. Duties include but are not limited to: assistant, administrative, and clerical tasks; keyboarding, preparing, revising, editing, proofreading, and formatting correspondence and legal documents; document organization and electronic filing; case management system data entry and maintenance; opening and maintaining digital files; maintenance of calendars and tasks; answering and routing telephone calls and email communications; assistance with the management of cases and Committee agendas; interaction with Committee members; and various other legal and administrative duties assigned by the Chief Attorney. Candidates must be skilled in technology, be proficient with Microsoft Office Suite products, and have exceptional keyboarding and organizational skills. Legal assistant/administrative experience and/or prior law office experience preferred.

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: **2**. Accommodations for people with disabilities may be arranged by contacting this office at 518-471-4730 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, cover letter and references by email to AD3-employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

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

POSTING DATE: November 7, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 5, 2024

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.