



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52610

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: MENTAL HYGIENE LEGAL SERVICE
Elmhurst, NY

BASE SALARY: \$42,204 + 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 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:

Provide personal and confidential secretarial services; composes correspondence for supervisor's signature; maintains office files and personnel records; screen visitors, telephone calls, mail and other confidential material; provide guidance and direction to clerical and other support staff; confer with judges, administrative and court personnel at supervisor's request; take and transcribe dictation of correspondence, reports and other typical office materials; proofread typed material for accuracy and correct grammar, spelling and punctuation; sort, log, distribute and circulate mail and coordinate the distribution of confidential materials; and take notes and minutes at conferences and meetings.

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:

Michael Neville
Director of MHLS
170 Old Country Road, Room 500
Mineola, NY 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 27, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 20, 2016

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.
