



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 11411

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

LOCATION: 10th JUDICIAL DISTRICT – SUFFOLK COUNTY
SUFFOLK COUNTY DISTRICT COURT

BASE SALARY: \$59,636 + \$4,775 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of legal secretarial experience; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Secretaries to Judges provide personal and confidential legal secretarial services and perform other related duties for judges who serve in the Supreme Court, Court of Claims, City, Family, County, Surrogate's and District Courts. Secretaries to Judges may also perform clerical and reporting duties in a courtroom or court office. In courts where the Secretary to Judge provides personal and confidential legal secretarial services for more than one judge, the appointing authority is the Chief Administrative Judge.

ASSIGNMENT: Perform confidential legal secretarial, stenographic, and clerical duties for the Judges in Suffolk County District Court, based upon operational needs and under the direction of the Chief Clerk of District Court.

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) with a cover letter and resume by email to 10jdsuffjobs@nycourts.gov or by mail to:

WARREN G. CLARK, ESQ
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

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

POSTING DATE: June 18, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 16, 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.
