



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20446

POSITION TITLE: SUPERVISING COURT AIDE **JG: 14**

LOCATION: NEW YORK CITY CIVIL COURT
CITYWIDE

BASE SALARY: \$ 50,410 + \$ 4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of service in the Court Aide title; **or** High school diploma or the equivalent; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under general supervision, Supervising Court Aides are responsible for supervising all Court Aides in a court or agency having a minimum of 3 such positions, and for coordinating the transportation of bulk objects, files, and equipment. Supervising Court Aides supervise the preservation of court records including maintaining complete case files, binding documents, microfilming case papers, and recording information on supplemental index records. Supervising Court Aides also perform messenger duties and a variety of clerical and other related tasks.

ASSIGNMENT: Duties include, but are not limited to: serving as a records manager, managing on-site records in excess of one million files citywide; assisting with receiving and managing deliveries of court supplies and materials, such as heavy boxes of paper, file folders and equipment; managing and overseeing project to scan damaged files into databases prior to destructions and/or organize and send to cold storage; serving as inventory control manager to maintain control of furniture and equipment; and assisting with the planning and moving of Jurists reassigned to Civil Court based on the yearly omnibus order and Housing Court Judge rotations and plans and facilities special projects, including assisting other agency units that do not have court aides on staff, including NYC Family Court and DCAJ's office. Candidates must have the ability to transport objects that weigh up to fifty pounds and the ability to stand and walk for lengthy periods.

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 cover letter and resume by email to ChiefClerkCivil@nycourts.gov or by mail to:

Tanya Faye
Acting Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

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

POSTING DATE: November 6, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 4, 2024

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