



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 22409

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**POSITION TITLE:** SECRETARY TO FAMILY COURT JUDGE

**JG: 17**

**LOCATION:** FAMILY COURT, NEW YORK CITY  
KINGS COUNTY

**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:** A Secretary to Family Court Judge is responsible for providing legal secretarial services for two (2) or more judges who serve in the New York City Family Court. A Secretary to Family Court Judge is appointed by the Chief Administrative Judge and may also perform clerical and reporting duties in a courtroom or court office.

**ASSIGNMENT:** Perform secretarial, stenographic, and clerical duties for the Family Court Judges.

**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 must submit a completed 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume by email to [NYCFCHR@nycourts.gov](mailto:NYCFCHR@nycourts.gov) or by mail to:

EUGENE HURLEY  
CHIEF CLERK  
NEW YORK CITY FAMILY COURT  
60 LAFAYETTE STREET  
NEW YORK, NEW YORK 10013

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

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**POSTING DATE:** June 17, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 15, 2024

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