



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 28503

POSITION TITLE: PRINCIPAL SECRETARY TO JUDGE **JG: 19**

LOCATION: RICHMOND COUNTY SUPREME COURT

BASE SALARY: \$ 66,597 + \$4,775 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and four (4) years of 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 three (3) years of legal secretarial experience requiring stenography; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Principal Secretaries to Judges provide personal and confidential legal and administrative secretarial services and perform other related duties for Deputy Chief Administrative Judges, Administrative Judges in the Third through Ninth Judicial Districts, Administrative Judges of Nassau and Suffolk Counties, and Administrative Judges of the Court of Claims and the Supreme, Civil, Criminal, and Family Courts in the City of New York.

ASSIGNMENT: This position will provide personal and confidential secretarial services to the Hon. Raymond L. Rodriguez, Administrative Judge in Richmond County Supreme Court. Duties include but are not limited to: answering the telephone; drafting and responding to emails; calendaring meetings and events for the Administrative Judge and chambers; tracking judicial time and leave; providing assistance for the court's various citywide initiatives, including amongst other tasks, keeping track of daily reports and collecting, filing and organizing various statistics and data; assisting with various sub committees; assisting with interns; preparing correspondence; filing administrative papers and making entries in record books, and providing support for various other administrative tasks. Knowledge of Microsoft TEAMS, Outlook, Word and Excel is preferred.

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 and cover letter by email to rldrodrig@nycourts.gov.

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

POSTING DATE: January 22, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 19, 2025

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.
