



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 32406

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #32405 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

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

LOCATION: SURROGATE'S COURT, KINGS COUNTY

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: This position is assigned to the Record room and Court Operations. Duties include but are not limited to: supervising and providing guidance to support staff as needed; training staff on records management policies and procedures, including proper record-keeping practices and compliance requirements; assisting in the development and implementation of policies and procedures for the storage and retrieval of records and property; coordinating the secure disposal of records and property in accordance with retention schedules and legal requirements; processing court transcript requests; maintaining and updating records management systems, including electronic databases and physical filing systems; and rearranging office equipment and furnishings. Candidates must have the ability to transport objects that weigh up to fifty pounds.

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), a resume and cover letter by email to KingsSurrogates-Employment@nycourts.gov or by mail to:

Kim N. Stephens
Deputy Chief Clerk
Surrogate's Court, Kings County
2 Johnson Street, Room 302
Brooklyn, NY 11201

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

POSTING DATE: November 12, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 10, 2024

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