

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 7412

POSITION TITLE: SECRETARY **JG:** 14

LOCATION: 7th JUDICIAL DISTRICT
ROCHESTER, NY

BASE SALARY: \$50,410

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of general or legal secretarial experience; **or** Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one (1) year of general or legal secretarial experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Secretaries provide personal and confidential secretarial services and perform other related duties for the following individual, non-judicial administrators: Chief Clerks VII, Chief Clerks VI, Directors of the Mental Health Information Service, Executive Assistants, Directors and Deputy Directors of units within the Office of Court Administration and other administrative positions of comparable responsibility.

ASSIGNMENT: This position will report to the Chief Clerk and Deputy Chief Clerk, in the Clerk's office. Duties include, but are not limited to: secretarial, administrative and clerical tasks; keyboarding, preparing, revising, editing, proofreading, and finalizing correspondence and legal documents; document organization and filing; case management system data entry and maintenance; opening and maintaining files including digital files; maintenance of calendars and tasks; answering and routing telephone calls; assistance with the management of cases, and various other legal and administrative duties.

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) a resume and cover letter by email to 7thhumanresources@nycourts.gov or by fax (585) 784- 4231 or mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

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

POSTING DATE: June 21, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 19, 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.
