



**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
NASSAU COUNTY**

PLEASE POST
ANNOUNCEMENT NO. 10011

POSITION TITLE: Law Stenographer **JG: 14**

LOCATION: SUPREME COURT, NASSAU COUNTY
100 SUPREME COURT DRIVE
MINEOLA, NEW YORK 11501

BASE SALARY: \$39,771 **LOCATION PAY:** \$3,697

CLASSIFICATION: COMPETITIVE

QUALIFICATIONS: Satisfactory completion of a certified business or commercial course beyond the high school level including course work in legal stenography and one year of legal stenographic experience;
Or
Two (2) years of legal stenographic experience;
Or
An equivalent combination of education and work experience.

** Under the existing rules for the unified court system, an appointment may be made on a provisional/temporary basis if there is no eligible list for the position. To be appointed on a permanent basis, you will have to take the examination and be among the top three acceptors.

DISTINGUISHING FEATURES OF WORK: Law Stenographers primarily work in a pool setting and are responsible for providing legal stenographic and keyboarding services for two or more judges or groups of law assistants, law clerks, and administrative personnel in courts located in counties entirely within cities or in counties with populations exceeding 400,000. They may be assigned to provide personal secretarial services to judges for less than one full term. They also perform clerical and other related duties.

ASSIGNMENT: The candidate selected will be assigned to the Supreme court and may be required, as necessary, to assist in any department within the court.

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 three (3) months. Position(s) available at the present time: 1

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

KATHRYN HOPKINS, ESQ., CHIEF CLERK
SUPREME COURT
100 SUPREME COURT DRIVE
MINEOLA, NEW YORK 11501

Applicants are encouraged to complete the EEO data collection form.

Posting date: May 26, 2010

Applications must be postmarked or received by: June 16, 2010

The New York State Unified Court System is an equal opportunity employer. Women, minorities, and individuals with disabilities are encouraged to apply.