



**EMPLOYMENT
OPPORTUNITY UCS-23
ANNOUNCEMENT**

PLEASE POST

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS**

Announcement Number: 40909

POSITION TITLE: SECRETARY JG-14

LOCATION: COURT OF APPEALS, STATE BOARD OF LAW EXAMINERS

BASE SALARY: \$38,242

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of general or 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 one (1) year of general or legal secretarial experience requiring stenography; **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 be responsible for handling duties such as: composing and typing correspondence, financial documents and other memoranda using a computer with the Windows operating system and Word and Excel software; transcribing tapes from dictating equipment; proofreading typed material for accuracy and correct grammar, spelling, and punctuation; organizing and maintaining office files and personal records for management staff; managing office calendars, arranging meetings, and making travel arrangements; screening telephone calls for management staff and responding to inquiries or referring them to other personnel; sorting, logging, distributing and circulating mail for management staff; phone coverage; general office copying and filing; and other secretarial duties as needed. Ability to communicate in a clear and succinct manner, ability to exercise independent judgment and to work without close supervision, ability to handle sensitive matters on a confidential basis, ability to establish work priorities, and ability to learn Board organization and functions are desirable.

ASSIGNMENT LOCATION: 254 Washington Avenue Ext., Corporate Plaza, Building 3, Albany, NY 12203

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.

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

John J. McAlary, Executive Director
State Board of Law Examiners
254 Washington Avenue Ext., Corporate Plaza, Building 3
Albany, New York 12203

Applicants Are Encouraged to Complete the EEO Data Collection Form UCS-19X.

POSTING DATE: October 16, 2009 **APPLICATIONS MUST BE RECEIVED BY:** November 6, 2009

**The New York State Unified Court System Is an Equal Opportunity Employer.
Women, Minorities and Individuals with Disabilities Are Encouraged to Apply.**