

PLEASE POST



Announcement No. 06811

UCS-23
EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York UNIFIED
COURT SYSTEM 6TH
JUDICIAL DISTRICT

POSITION TITLE: SENIOR COURT OFFICE ASSISTANT JS (Part-time)

LOCATION: OTSEGO COUNTY SUPREME & COUNTY COURT - Cooperstown, NY

BASE SALARY: \$15,589.50 (12 of 31, 179)

CLASSIFICATION: Non-competitive (50%)

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of clerical experience.

DISTINGUISHING FEATURES OF WORK: Senior Court Office Assistants (Keyboarding) use an understanding of administrative and legal requirements, policies, and procedures to work with a limited degree of independence preparing or modifying electronic records or written material using keyboarding skills. Senior Court Office Assistants (Keyboarding) may perform a variety of office clerical and administrative support tasks, such as checking, filing, and sorting court papers, obtaining and copying information, and retrieving material from files. Senior Court Office Assistants (Keyboarding) may work at public counters as information clerks, and may also work in courts of every jurisdiction as part clerks in those parts that operate on less than a full-time basis, and perform other related duties. Senior Court Office Assistants (Keyboarding) are located in courts of every jurisdiction, County Clerks' and Commissioners of Jurors' Offices, law libraries, and administrative offices and auxiliary agencies in the Unified Court System.

ASSIGNMENT: This position is assigned to Otsego Supreme and County Court. The nominee will work 17 1/2 hours per week, with the specific hours to be set by the Court. Duties include but are not limited to: data processing; file retrieval; typing orders; order distribution; assisting the public and other miscellaneous clerical support.

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 the same 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. Special arrangements for the disabled may be made by contacting the Coordinator of Special Accommodations at (212) 428-2574 prior to the interview. Positions available at the present time: 1.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A RESUME AND/OR A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY CITY OR COUNTY LEVEL COURT OR FROM THE DISTRICT ADMINISTRATIVE OFFICE) OR OUR WEBSITE <http://www.nycourts.gov/careers/> TO:

G. RUSSELL OECHSLE, EXECUTIVE ASSISTANT
SIXTH JUDICIAL DISTRICT
ADMINISTRATIVE OFFICE STATE OFFICE
BUILDING, SUITE 1501
44 HAWLEY STREET
BINGHAMTON, NEW YORK 13901-4466 TELEPHONE (607) 721-8541

DATE OF POSTING: JUNE 24, 2008

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: JULY 16, 2008

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM. THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.