



PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

UCS-23

STATE OF NEW YORK
UNIFIED COURT SYSTEM
3RD JUDICIAL DISTRICT

Announcement Number: 3819

POSITION TITLE: **Senior Court Office Assistant - Part Time** JG: 12

LOCATION: Sullivan County Commissioner of Jurors Third
 Judicial District
 414 Broadway
 Monticello, New York 12701

BASE SALARY: \$15,589.50 Annual (\$31,179 at 50%)

CLASSIFICATION: Non-Competitive / Temporary - Part Time

QUALIFICATIONS: One year of permanent, competitive class service as a Court Office Assistant, Court Office Assistant (Keyboarding) or other position in the office clerical title series; or High school diploma or the equivalent and two (2) years of clerical experience.

DISTINGUISHING FEATURES OF WORK: Senior Court Office Assistants use an understanding of administrative and legal requirements, policies, and procedures, to work with a limited degree of independence on 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 may work at public counters as information clerks, may perform incidental keyboarding of information, may also work in courts of every jurisdiction as part clerks in those parts that operate on less than a fulltime basis, and perform other related duties. Senior Court Office Assistants 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: Duties include, but are not limited to data entry, qualification/summoning of jurors, preparation of juror payroll, correspondence and vouchers, juror orientation, compiling data for statistical reporting and budget preparation, filing, answering phones and assisting the public with general inquires. Strong written and oral communication skills are preferred. Additional duties will be discussed at the time of interview.

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. Position(s) available at the present time is (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) and/or a resume to:

Loretta Duarte, Commissioner of Jurors
Sullivan County Courthouse
414 Broadway
Monticello, New York 12701
(845) 794-4088

Applicants are encouraged to complete the EEO Data Collection Form

POSTING DATE: June25, 2008

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

For employment opportunities in the Unified Court System, please go to www.nycourts.gov.
The New York State Unified Court System is an Equal Opportunity Employer.
Women, Minorities, and Individuals with Disabilities are encouraged to apply.