



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53713

POSITION TITLE: SECRETARY **JG: 14**

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
ATTORNEY GRIEVANCE COMMITTEE, ALBANY, NY

BASE SALARY: \$43,046

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 secretarial course work 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 provide support for the attorneys, and other staff, in the Attorney Grievance Committee office with respect to complaints of professional misconduct filed against attorneys. Duties include, but are not limited to, secretarial, administrative and clerical tasks, word processing, preparing and revising correspondence and legal documents, editing, proofreading and finalizing 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 Committee agendas, interaction with the Committee, and various other legal and administrative duties assigned by the Chief Attorney. Candidates must have exceptional organizational skills and computer skills, including proficiency in Microsoft Outlook, Word and Excel. Legal secretarial/administrative experience and litigation experience is preferred.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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) and a cover letter, resume and references by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 12, 2017 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 3, 2017

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