



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 24607

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**POSITION TITLE:** SECRETARY TO JUDGE **JG: 17**

**LOCATION:** SUPREME COURT, NEW YORK COUNTY – CRIMINAL TERM

**BASE SALARY:** \$61,424 + \$4,920 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** High school diploma or the equivalent and two (2) years of legal secretarial experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Secretaries to Judges provide personal and confidential legal secretarial services and perform other related duties for judges who serve in the Supreme Court, Court of Claims, City, Family, County, Surrogate's and District Courts. Secretaries to Judge may also perform clerical and reporting duties in a courtroom or court office. In courts where the Secretary to Judge provides personal and confidential legal secretarial services for more than one judge, the appointing authority is the Chief Administrative Judge.

**ASSIGNMENT:** Duties of this position include but are not limited to: providing personal and confidential secretarial services; performing data entry; monitoring court calendars; composing correspondence; maintaining office files; telephone calls, mail and other confidential material; confer with judges, administrative and court personnel; taking and transcribing dictation of correspondence, reports and other typical office materials; proofreading typed material for accuracy and correct grammar, spelling and punctuation; sort and log mail and coordinate the distribution of confidential materials. Candidates must be proficient in Microsoft Outlook, Microsoft Excel, Microsoft Word. Punctuality and strong interpersonal and organizational skills are required, as well as the ability to handle sensitive matters in a confidential manner.

**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.

**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](http://www.nycourts.gov/careers/UCS5.pdf)), a cover letter, and resume by email to [nysupremecriminalhr@nycourts.gov](mailto:nysupremecriminalhr@nycourts.gov) or by mail to:

Christopher Disanto, Esq.  
Chief Clerk VII  
Supreme Court, Criminal Term New York County  
100 Centre St, 10th floor, Room 1010  
New York, NY 10013

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** June 11, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 9, 2026

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**The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.**

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