



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3616

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

LOCATION: 3rd JUDICIAL DISTRICT
RENSSELAER SUPREME AND COUNTY COURTS

BASE SALARY: \$61,424

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: This position will provide confidential secretarial and clerical services for Hon. Noel Mendez in the Rensselaer Supreme and County Courts. Duties include but are not limited to: performing all administrative duties in the chambers; scheduling/calendar coordination; phone support/coverage; creating reports and other documents; and taking dictation. Candidates should be organized, detail driven, and have strong communication and organizational skills. Experience with handling confidential and sensitive information, managing a busy office with shifting priorities, and building strong relationships is required.

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), resume, and cover letter by email to 3jdemployment@nycourts.gov or by mail to:

THIRD JUDICIAL DISTRICT OFFICE
2500 POND VIEW, SUITE 210
CASTLETON ON HUDSON, NY 12033

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

POSTING DATE: June 24, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 22, 2026

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.
