



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1663

POSITION TITLE: PRINCIPAL ADMINISTRATIVE SECRETARY **JG: 21**

LOCATION: DEPUTY CHIEF ADMINISTRATIVE JUDGE'S OFFICE FOR JUSTICE INITIATIVES
25 BEAVER STREET, NEW YORK, NY

BASE SALARY: \$76,112 + \$4,920 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: High school diploma or the equivalent and four (4) years of general or legal secretarial experience requiring stenography; or Satisfactory completion of a certified business or commercial course beyond the high school level including course work in stenography and three (3) years of general or legal secretarial experience requiring stenography; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Principal Administrative Secretaries provide personal and confidential secretarial services, which may include stenography and typing, and administrative assistance, and perform other related duties for the following court management officials: Deputy Chief Administrators and Counsel to the Office of Court Administration.

ASSIGNMENT: The New York State Unified Court System's Office for Justice Initiatives (OJI) oversees the implementation of programs that aim to provide equal access to justice in New York State Courts, judiciary civil legal services programming, New York's problem-solving courts, child welfare and juvenile and adolescent justice initiatives, including implementation of legislation raising the age of criminal responsibility in New York, and the court system's Equal Justice Initiative.

This position is assigned to the Deputy Chief Administrative Judge, Honorable Edwina G. Richardson. Primary Duties include but are not limited to: providing confidential secretarial services; monitoring emails, triaging and organizing messages; managing the calendar, including scheduling meetings and resolving scheduling conflicts; arranging all travel logistics, itineraries and post-travel reimbursements; preparing confidential correspondences, memos and forms; and acting as a liaison to the executive office. Additional Duties include, but are not limited to: organizing, maintaining and updating files; answering and directing phone calls; screening visitors; preparing agendas and other meeting materials; and supporting executive team with special projects.

Candidates must be proficient in Outlook, Word, PDF, Excel and Microsoft Teams. Candidates must have excellent ability to multitask and manage multiple deadlines, good written and verbal communication skills, and the ability to both collaborate in a team and troubleshoot issues independently.

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

Hon. Edwina G. Richardson
Deputy Chief Administrative Judge for Justice Initiatives
25 Beaver Street
New York, NY 10004

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

POSTING DATE: July 15, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 29, 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.
