



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 11610_Extended

POSITION TITLE: SUPERVISING COURT AIDE

JG: 14

LOCATION: 10TH JUDICIAL DISTRICT – SUFFOLK COUNTY

BASE SALARY: \$51,923 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of service in the Court Aide title; **or** High school diploma or the equivalent; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under general supervision, Supervising Court Aides are responsible for supervising all Court Aides in a court or agency having a minimum of 3 such positions, and for coordinating the transportation of bulk objects, files, and equipment. Supervising Court Aides supervise the preservation of court records including maintaining complete case files, binding documents, microfilming case papers, and recording information on supplemental index records. Supervising Court Aides also perform messenger duties and a variety of clerical and other related tasks.

ASSIGNMENT: This position is responsible for supervising the Court Aides assigned to the mailroom. Duties include but are not limited to developing unit procedures, establishing priorities, assigning work, maintaining and servicing State-owned motor vehicles, carrying files and other items; rearranging /moving office equipment and furnishings; stocking supplies and maintaining inventory; filing case papers; transporting court documents; operating office machinery; sorting and distributing mail, and performing general clerical tasks. Candidates must have the ability to lift and carry objects that weigh up to fifty pounds and the ability to stand and walk for lengthy periods and possess a valid N.Y.S driver's license.

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 10jdsufjobs@nycourts.gov or by mail to:

LORIE-ANN BITETTI
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

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

POSTING DATE: April 1, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 13, 2026

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