



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 10706

POSITION TITLE: DRIVER-MESSENGER **JG: 11**

LOCATION: NASSAU COUNTY
COMMISSIONER OF JURORS OFFICE

BASE SALARY: \$ 36,207 + \$ 3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Successful completion of the eighth grade or the equivalent and Possession of a valid drivers license in New York State to operate the type of motor vehicle in use; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Driver-Messengers are responsible for operating motor vehicles and delivering court and other documents, and materials to courts, government agencies, and other buildings. They also transport court employees on official business and perform various routine clerical and other related duties.

ASSIGNMENT:

This position will be responsible for operating a passenger bus and/or van transporting jurors to and from various court buildings and on occasion will be required to transport sequestered juries to and from hotels. They will also be responsible for transporting court files, mail, equipment and furniture within the Nassau County Courts; developing a maintenance schedule for vehicles and will assure that the required maintenance is performed by various county agencies; maintaining an inventory of office supplies and keeping the stock room orderly; lifting and carrying objects up to 50 pounds; and operating office equipment.

The candidate selected must possess a current, New York State Class B Commercial Driver's License with a "P" endorsement with no restrictions.

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) and a resume to:

PAUL LAMANNA, ESQ.
DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 22, 2017 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 14, 2017

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.
