



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52408

POSITION TITLE: APPELLATE LAW STENOGRAPHER **JG: 17****LOCATION:** APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
1 Pierrepont Plaza
Brooklyn, New York 11201**BASE SALARY:** \$ 47,033 + \$3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** High school diploma or the equivalent and three (3) years of legal stenographic experience; or Satisfactory completion of a business or commercial course beyond the high school level including course work in legal stenography and two (2) years of legal stenographic experience; or An equivalent combination of education and work experience.**DISTINGUISHING FEATURES OF WORK:**

Appellate Law Stenographers work in a pool setting and are responsible for providing legal stenographic and typing services to groups of appellate law assistants, Associate Justices, and administrative personnel located in an Appellate Division or an Appellate Term of the Supreme Court. Appellate Law Stenographers also perform clerical tasks, such as screening telephone calls and maintaining administrative and court records, and other related duties.

ASSIGNMENT:

The successful applicant will be responsible for typing materials including legal documents, from handwritten drafts; proofreading typed material for accuracy and correct grammar, spelling and punctuation; composing simple correspondence and memos for supervisors' review and signature; screening visitors and telephone calls, responding to inquiries, and referring questions to other personnel; operating a variety of office machinery including photocopier, personal computer, typewriter, facsimile machine and scanner. Preference will be given to applicants who demonstrate a working knowledge of WordPerfect or a similar word processing program.

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:

APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT
45 MONROE PLACE
BROOKLYN, NEW YORK 11201
ATTENTION: MARY O'DONOGHUE, PERSONNEL DIRECTOR

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: JULY 22, 2014**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** AUGUST 12, 2014

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.
