



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52504

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**POSITION TITLE:** APPELLATE COURT CLERK **JG: 18**

**LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT  
APPELLATE TERM  
141 Livingston Street, 15<sup>th</sup> Floor  
Brooklyn, NY 11201

**BASE SALARY:** \$ 50,770 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Two years of service in any title in the Unified Court System; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Under supervision of higher level court clerical personnel, Appellate Court Clerks perform court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. Appellate Court Clerks supervise Appellate Court Assistants and lower level office clerical personnel assigned to clerical units and perform a variety of complex clerical and administrative processing tasks such as assembling court papers, reviewing them for accuracy and completeness, developing court calendars, reviewing budget expenditures against appropriated amounts and performing related duties as assigned.

**ASSIGNMENT:**

The successful applicant will be assigned to the Appellate Term Clerk's Office. Duties will include, but will not be limited to: assisting self-represented litigants with preparation of and processing motions and emergency applications; reviewing records on appeal and motion papers for accuracy and completeness; assisting in the various facets of processing motion orders and appeal decision and orders; answering telephone inquiries from court users; data entry of motion and appeal information into the court's case management system; preparation, publication and dissemination of the court's appeals calendars; and compiling statistical reports summarizing data related to court proceedings. Excellent interpersonal and communication skills, particularly in dealing with the public and other court users is paramount. Advanced computer skills a must. The successful candidate must also have the ability to handle sensitive matters in a confidential manner.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

Marianne Cutrona-Ritz - Appellate Term, 2<sup>nd</sup> Department  
141 Livingston Street, 15<sup>th</sup> Floor  
Brooklyn, NY 11201

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** January 20, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 11, 2015

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**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.**

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