



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40039

POSITION TITLE: CLERICAL ASSISTANT, COURT OF APPEALS **JG: 13**

LOCATION: COURT OF APPEALS
20 Eagle Street, Albany, New York, 12207

BASE SALARY: \$39,054

CLASSIFICATION: EXEMPT

QUALIFICATIONS: High school diploma or the equivalent and three (3) years of clerical experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under the supervision of the Clerk and Deputy Clerk of the Court, and the Chief Legal Reference Attorney, a Clerical Assistant performs confidential office clerical and messenger duties in the Court of Appeals. A Clerical Assistant also performs other related duties.

ASSIGNMENT:

This position will be assigned to the Court of Appeals Library. Duties include but are not limited to: updating looseleaf services and pocket parts, shelving books, preparing materials for binding, preparing computerized records relating to archived and deaccessioned materials, and scanning and manipulating documents in Portable Document Format (PDF).

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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/or a resume to:

ANDREW W. KLEIN, ESQ.
CHIEF CLERK AND LEGAL COUNSEL TO THE COURT
NYS COURT OF APPEALS
20 EAGLE STREET
ALBANY, NEW YORK 12207-1095

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: May 5, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 27, 2015

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