



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53502

POSITION TITLE: PRINCIPAL APPELLATE OFFICE ASSISTANT **JG: 13**

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
ALBANY, NY

BASE SALARY: \$38,287

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: High school diploma or the equivalent and one (1) year in the Senior Appellate Office Assistant, Senior Appellate Office Typist, or Senior Appellate Office Stenographer title; **or** high school diploma or the equivalent and three (3) years of clerical experience; **or** Associate's degree or completion of the equivalent course credit towards a Bachelor's degree from an accredited college or university; **or** an equivalent combination of education or experience.

DISTINGUISHING FEATURES OF WORK:

Principal Appellate Office Assistants work with substantial independence supervising Senior Appellate Office Assistants who work in clerical units, such as docketing and file rooms, and performing a variety of clerical tasks and other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court.

ASSIGNMENT:

This position is assigned to the Court's Attorney Admissions Office. Duties include but are not limited to: performing a variety of clerical and administrative tasks incidental to reviewing and processing applications for admission to the New York State Bar from a national and international applicant pool; interacting with the public in person, in writing, by telephone and electronically; interacting with members of the Court and Court staff; processing requests for certificates of good standing; assisting the members of the Court's Committee on Character and Fitness in discharging their duties; and performing other related duties as assigned by the Admissions Office Attorney and the Clerk of the Court.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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 by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 23, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 17, 2015

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