

**PLEASE POST**

ANNOUNCEMENT NO. 53506

PROMOTIONAL OPPORTUNITY

The Appellate Division of the Supreme Court, Third Judicial Department, is currently seeking applications for a Senior Appellate Court Clerk in the Motion Department.

POSITION TITLE: SENIOR APPELLATE COURT CLERK **JG:** 21**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT
ALBANY, NY**BASE SALARY:** \$60,650**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Two years of service in any title in the Unified Court System.**DISTINGUISHING FEATURES OF WORK:**

Under the supervision of Associate or Principal Appellate Court Clerks, a Senior Appellate Court Clerk performs a variety of court clerical and administrative tasks related to court proceedings in the Appellate Terms or the Appellate Divisions of the Supreme Court. Senior Appellate Court Clerks serve as part clerks, review orders, forms, and other court papers for accuracy and completeness, supervise courtroom security and Appellate Court Clerks and other personnel performing administrative and processing tasks, resolve unusual calendaring and other such problems, prepare written responses to procedural inquiries, and perform other related duties.

ASSIGNMENT:

The duties of the position will include, but are not be limited to: reviewing and processing motions; handing down motion decisions and orders; interacting with members of the Court and Court staff; word processing; data entry; reviewing and processing vouchers; responding to telephone inquiries from the public; reviewing and processing correspondence; proofreading; copying; coordinating workflow under the supervision of Motion Department staff attorneys and the office manager; filing and related functions; and any other duties that may be assigned by Motion Department staff attorneys 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: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to send a cover letter, resume and references 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

POSTING DATE: April 27, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 18, 2015

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