



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 40026

POSITION TITLE: LAW REPORTING AIDE **JG: 14**

LOCATION: COURT OF APPEALS, LAW REPORTING BUREAU

BASE SALARY: \$39,771

CLASSIFICATION: EXEMPT

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of clerical experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under direct supervision, Law Reporting Aides work in the Law Reporting Bureau and assist with providing a variety of complex keyboarding, clerical, and other related services in connection with the preparation of case decisions for inclusion in the Official New York State Reports. Law Reporting Aides may assist with administrative tasks, serve as leader of a proofreading team, and perform other related duties.

ASSIGNMENT: Centennial Hall, 17 Lodge Street, Albany, New York

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:

WILLIAM J. HOOKS, STATE REPORTER
NYS LAW REPORTING BUREAU
17 LODGE STREET
CENTENNIAL HALL
ALBANY, NEW YORK 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: September 10, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 1, 2014

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