



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40046

POSITION TITLE: SECRETARY TO THE COURT OF APPEALS **JG: 21**

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

BASE SALARY: \$ 61,863

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: One year of service in the Principal Stenographer, Court of Appeals title; **or** Satisfactory completion of a certified business, commercial or paralegal course beyond the high school level including course work in legal stenography and four (4) years of legal secretarial experience requiring stenography; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

A Secretary to the Court of Appeals provides personal, confidential and specialized legal secretarial services and administrative assistance, and performs other complex tasks and related duties for the Judges of the Court of Appeals, the Clerk, and the Deputy Clerk.

ASSIGNMENT: Court of Appeals, Albany, New York.

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) and the application materials (including a statement of interest; a resume; and the names, addresses and telephone numbers of the three references who may be contacted) to:

John P. Asiello
Clerk of the Court
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 6, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 27, 2016

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.
