



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40049

POSITION TITLE: ASSISTANT DEPUTY CLERK TO COURT OF APPEALS **JG: NS**

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

BASE SALARY: SALARY DETERMINED ON QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and three years of relevant legal experience. Preference will be given to candidates with knowledge in appellate practice or law office management.

DISTINGUISHING FEATURES OF WORK:

Under the supervision of the Deputy Clerk and the Clerk of the Court of Appeals, the Assistant Deputy Clerk assists in the preparation of the Court of Appeals' calendar and reviews legal documents filed with the Court for compliance with its rules, and performs other related confidential duties.

ASSIGNMENT:

Assistant Deputy Clerks work under the direct supervision of the Clerk and Deputy Clerk, and are an integral part of a professional case management team. Duties include oversight of support staff and of all aspects of case management, including examining filed documents for compliance with Court rules, entering relevant data into the computer system, answering queries from the Bar and the public about the Court's rules and procedures, reviewing filed appeals for jurisdictional defects, monitoring filing deadlines, compiling and reporting statistical information and preparing orders and other documents embodying the Court's determinations.

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; resume; names, addresses and telephone numbers of three references; and the application may include a brief writing sample not edited by others) 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: September 14, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 5, 2016

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