UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40052

POSITION TITLE: LEGAL TYPIST **JG:** 12

LOCATION: COURT OF APPEALS, LAW REPORTING BUREAU
Centennial Hall, 17 Lodge Street, Albany, New York

BASE SALARY: $ 37,603

CLASSIFICATION: EXEMPT

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

DISTINGUISHING FEATURES OF WORK:
Legal Typists work under the direct supervision of the State Reporter in the Law Reporting Bureau where they are responsible for performing a variety of office clerical and legal typing tasks in connection with the preparation of case decisions for inclusion in the official New York State Reports and perform other related duties.

ASSIGNMENT:
This position will be responsible for handling duties such as word processing, typing, team and individual proofreading, editing the text of HTML documents, and using a computer with the Windows operating system. Excellent understanding of English grammar is desirable.

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) with 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: November 30, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 21, 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.