



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 51407

**PROMOTIONAL OPPORTUNITY**

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THE APPELLATE DIVISION, FIRST JUDICIAL DEPARTMENT IS RECRUITING FOR TWO (2) POSITIONS IN THE APPELLATE COURT CLERK SERIES. THE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES.

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**POSITION TITLE:** ASSOCIATE APPELLATE COURT CLERK JG - 23

**BASE SALARY:** \$66,129 + \$3,697 Location Pay

**QUALIFICATIONS:** Applicants must currently be employed by the NYS Unified Court System; **and** One year of service in the Senior Appellate Court Clerk title; or one year of permanent, competitive class service in the Senior Court Clerk title; or an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK**

With substantial independence from supervision, Associate Appellate Court Clerks perform clerical tasks and perform other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court. Associate Appellate Court Clerks review complex or unusual documents for legal-technical sufficiency, supervise Senior Appellate Court Clerks or other subordinate employees in one or more units of clerical employees engaged in court support operations such as intake, calendaring, or remittitur, and perform other related duties.

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**POSITION TITLE:** SENIOR APPELLATE COURT CLERK JG - 21

**BASE SALARY:** \$59,462 + \$3,697 Location Pay

**QUALIFICATIONS:** Applicants must currently be employed by the NYS Unified Court System; **and** Two years of service in any title in the Unified Court System; or A Bachelor's degree from an accredited college or university; or An equivalent combination of education and experience.

**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.

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**POSITION TITLE:** APPELLATE COURT CLERK JG - 18

**BASE SALARY:** \$50,770 + \$3,697 Location Pay

**QUALIFICATIONS:** Applicants must currently be employed by the NYS Unified Court System; **and** Two years of service in any title in the Unified Court System; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK**

Under supervision of higher level court clerical personnel, Appellate Court Clerks perform court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. Appellate Court Clerks supervise Appellate Court Assistants and lower level office clerical personnel assigned to clerical units and perform a variety of complex clerical and administrative processing tasks such as assembling court papers, reviewing them for accuracy and completeness, developing court calendars, reviewing budget expenditures against appropriated amounts and performing related duties as assigned.

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**LOCATION:** APPELLATE DIVISION, FIRST DEPARTMENT

**CLASSIFICATION:** NON-COMPETITIVE

**ASSIGNMENT:** 27 MADISON AVENUE  
NEW YORK, NEW YORK 10010

**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: 2.

**APPLICATION PROCEDURES:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

Susanna Molina Rojas  
Clerk of the Court  
Appellate Division, First Judicial Department  
27 Madison Avenue  
New York, NY 10010

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**POSTING DATE:** October 16, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 7, 2014

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