



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52411

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** PRINCIPAL APPELLATE COURT CLERK **JG: 26**

**LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT

**BASE SALARY:** \$ 76,195 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** One year of service in the Associate Appellate Court Clerk title; **or** One year of service in the Associate Court Clerk title; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Principal Appellate Court Clerks work in the Appellate Terms or the Appellate Divisions of the Supreme Court, where they are responsible for supervising or assisting Appellate Court Attorneys in managing a specialized back office unit, such as a motions or a conservator accounting department. Principal Appellate Court Clerks apply extensive knowledge to complex problems, review especially complex orders, forms, and other court papers for accuracy and completeness, may supervise units staffed by Associate Appellate Court Clerks or other subordinate personnel, and perform other related duties.

**ASSIGNMENT:**

The successful applicant will be responsible for receiving, recording and filing records and briefs; establishing when all components of an appeal are complete for calendaring; preparing court calendars; recording excessive sentence motions and subsequent calendar re-filing of records and briefs; entering calendar changes, withdrawals, adjournments and recusals. Additional archival duties such as filing, storing and maintenance of various hard copy confidential documents of the Appellate Division and its ancillary agencies; responsible for multiple archival locations; travel to these locations is necessary; coordination with agency and department supervisors; responsible for document purging based on UCS Record Retention Guidelines; also responsible for archival projects in collaboration with the Clerk of the Court and Chief of Staff. Candidate must be extremely organized and have good interpersonal skills.

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

Appellate Division, 2<sup>nd</sup> Judicial Department  
45 Monroe Place  
Brooklyn, New York 11201  
Attention: Mary O'Donoghue, Human Resources Director

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** August 6, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 27, 2014

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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.

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