



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52503

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**POSITION TITLE:** APPELLATE LAW STENOGRAPHER **JG: 17****LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT**BASE SALARY:** \$ 47,976 + \$3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** High school diploma or the equivalent and three (3) years of legal stenographic experience; or Satisfactory completion of a business or commercial course beyond the high school level including course work in legal stenography and two (2) years of legal stenographic experience; or An equivalent combination of education and work experience.**DISTINGUISHING FEATURES OF WORK:**

Appellate Law Stenographers work in a pool setting and are responsible for providing legal stenographic and typing services to groups of appellate law assistants, Associate Justices, and administrative personnel located in an Appellate Division or an Appellate Term of the Supreme Court. Appellate Law Stenographers also perform clerical tasks, such as screening telephone calls and maintaining administrative and court records, and other related duties.

**ASSIGNMENT:**

The successful applicant will be responsible for various forms of clerical support including: preparing administrative calendars; circulating administrative calendars and files within the court; serving as a liaison with Special Referees and Grievance Committees on attorney disciplinary matters; answering telephone and mail inquiries from the public; computer record-keeping and data entry; tracking and maintaining record of attorney disciplinary decisions; processing name changes; filing; assisting with attorney admission classes. Requirements include: excellent typing skills; experience dealing with telephone inquiries; excellent interpersonal, writing and communication skills; as well as the ability to handle sensitive issues in a confidential manner.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

APPELLATE DIVISION, 2<sup>ND</sup> 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:** January 13, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 4, 2015

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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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