



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52513

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** SENIOR APPELLATE COURT CLERK

**JG: 21**

**LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT  
1 Pierrepont Plaza  
Brooklyn, NY 11201

**BASE SALARY:** \$60,650 + LOCATION PAY \$3,697

**CLASSIFICATION:** NON-COMPETITIVE

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

**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.

**ASSIGNMENT:**

The successful applicant's duties will include but are not limited to assisting the calendar clerk with receiving, recording and filing records and briefs; establishing when all components of an appeal are complete for calendaring; recording excessive sentence motions and subsequent calendar re-filing of records and briefs; entering calendar changes, withdrawals, adjournments and recusals; respond to correspondence, e-mails and telephone inquiries from the public regarding calendaring of appeals; maintain organization of records/briefs and original papers for distribution to staff court attorneys. Candidate must have a mature professional demeanor, 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:** 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:** April 10, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 1, 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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