



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York
UNIFIED COURT SYSTEM
3RD JUDICIAL DEPARTMENT

Posting No. **53002**

POSITION TITLE: Principal Appellate Office Assistant (JG-13)

LOCATION: Supreme Court Appellate Division
Third Judicial Department
Robert Abrams Building for Law and Justice
Empire State Plaza
Albany, New York

BASE SALARY: \$37,534 per year

CLASSIFICATION: Non-competitive

QUALIFICATIONS: High school diploma or the equivalent and one(1) year in the Sr. Appellate Office Assistant, Sr. Appellate Office Typist, or Sr. Appellate Office Stenographer titles; **or** a high school diploma or the equivalent and three (3) years of clerical experience; **or** Associate's degree or completion of the equivalent course credit towards a Bachelor's degree from an accredited college or university; **or** an equivalent combination of education or experience.

DISTINGUISHING FEATURES OF WORK:
Principal Appellate Office Assistants work with substantial independence supervising Senior Appellate Office Assistants who work in clerical units, such as docketing and file rooms, and performing a variety of clerical tasks and other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court.

ASSIGNMENT: This position will be assigned to the Filing Office/Record Room and will be primarily responsible for assisting in mailroom operations by opening, sorting and distributing incoming mail; sealing, weighing and stamping outgoing mail; and preparing overnight and express mail packages. The position will also assist in preparing large shipments of records, briefs, and other documents to the chambers of the Justices of the Court. The latter duty will require the ability to lift boxes weighing approximately 40 pounds.

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 three (3) months. Special arrangements for the disabled may be made by contacting this office at (518) 471- 4777 prior to the interview. Position(s) available at the present time 1.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

Michael J. Novack, Clerk of the Court
Appellate Division, Third Department
P.O. Box 7288, Capitol Station
Albany, NY 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 11, 2010

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: September 1, 2010