

**PLEASE POST**

ANNOUNCEMENT NO. 53503

**PROMOTIONAL OPPORTUNITY**

The Appellate Division of the Supreme Court, Third Judicial Department, is currently seeking applications for an Appellate Court Assistant in the Office of Attorney Discipline.

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**POSITION TITLE:** APPELLATE COURT ASSISTANT **JG:** 16

**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
ALBANY, NY

**BASE SALARY:** \$45,394

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** have a high school diploma or the equivalent and two (2) years of relevant clerical experience; **or** four (4) years of relevant clerical experience; **or** an equivalent combination of education and experience; **or** thirty (30) college level credits may be substituted for each year of work experience.

**DISTINGUISHING FEATURES OF WORK:**

Under the direct supervision of higher level court clerical personnel, Appellate Court Assistants perform basic court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. An Appellate Court Assistant provides procedural information, reviews court documents for accuracy and completeness, prepares vouchers and purchase orders, and may oversee the work of office clerical personnel.

**ASSIGNMENT:**

This position will be assigned to the Court's Office of Attorney Discipline. The Appellate Court Assistant will provide clerical and administrative assistance to the Office, including: the preparation of correspondence and proposed orders of the Court; interaction with the public, counsel, members of the Court and Court staff; the creation, maintenance and organization of Office files; and other related duties as assigned by the Clerk and Deputy Clerk of the Court.

**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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**APPLICATION PROCEDURES:**

NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

**POSTING DATE:** February 19, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 12, 2015

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