



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54210

The Appellate Division, Fourth Department is currently recruiting for one (1) position in the Appellate Court Clerk series. The position to be filled will depend on the qualifications and experience of the applicant selected.

POSITION TITLE: SENIOR APPELLATE COURT CLERK JG: 21

LOCATION: Appellate Division, 4th Judicial Department
50 East Avenue
Rochester, New York

BASE SALARY: \$58,298

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: Two years of service in any title in the Unified Court System; or a Bachelor's degree from an accredited college or university; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under 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.

POSITION TITLE: APPELLATE COURT CLERK JG: 18

LOCATION: Appellate Division, 4th Judicial Department
50 East Avenue
Rochester, New York

BASE SALARY: \$49,777

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: Two years of service in any title in the Unified Court System; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under supervision of higher level court clerical personnel, Appellate Court Clerks perform court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. Appellate Court Clerks supervise Appellate Court Assistants and lower level office clerical personnel assigned to clerical units and perform a variety of complex clerical and administrative processing tasks such as assembling court papers, reviewing them for accuracy and completeness, developing court calendars, reviewing budget expenditures against appropriated amounts and performing related duties as assigned.

ASSIGNMENT: Duties include reviewing original records and checking the captions and jurisdictional statements on draft decision-orders for accuracy and standard language; proofreading drafts of decision-orders; and various administrative duties supporting two attorneys in the decisions area.

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. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. 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) and a resume to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 335
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: NOVEMBER 27, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: DECEMBER 18, 2012

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
