



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52516\_Amended

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**POSITION TITLE:** APPELLATE MESSENGER **JG: 12**

**POSITION LOCATIONS:** APPELLATE DIVISION, 2<sup>ND</sup> DEPARTMENT

**BASE SALARY:** \$ 36,865 + \$ 3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE / TEMPORARY

**QUALIFICATIONS:** Successful completion of the eight grade or equivalent; **and** Possession of a valid New York State Drivers License.

**DISTINGUISHING FEATURES OF WORK:**

Under supervision, Appellate Messengers work in the Appellate Divisions of the Supreme Court and are responsible for transporting documents to courthouses, administrative offices, Justices' chambers, and other locations. Appellate Messengers also perform clerical and other related duties.

**ASSIGNMENT:**

This position requires travel throughout the Second Department counties of New York City, Long Island and the Mid-Hudson Valley. Messenger duties include but are not limited to: operation of a motor vehicle; reading and interpreting road maps; understanding and following oral and written instructions; lifting, moving furniture, processing mail with automated mail machine, picking up and delivering mail from post office and distribution within court agencies; record retrieval, filing and organization within court archives. Valid NYS driver's license required.

**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:** May 28, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 18, 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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