



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3506

POSITION TITLE: CLERK PART-TIME NS*

LOCATION: 3RD JUDICIAL DISTRICT
ALBANY CITY COURT - CRIMINAL TERM

BASE SALARY: \$21.02 Hourly / minimum of 4 hours each day

CLASSIFICATION: Temporary
Part-Time (Saturday and Sundays every third weekend, including Holidays)

QUALIFICATIONS: High school diploma or equivalent

ASSIGNMENT: This is a part-time position assisting with weekend arraignments for a total of 2 days every 3 weeks, including Holidays. Duties will include: assisting the Judge in the courtroom during arraignments and entering court related paperwork.

Hours: Saturday and Sunday (Every third weekend)
7:30 a.m. - until arraignments have concluded

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume by email to 3jdeployment@nycourts.gov or by mail to:

THIRD JUDICIAL DISTRICT OFFICE
2500 POND VIEW, SUITE 210
CASTLETON-ON-HUDSON, NY 12033

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: January 21, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 18, 2025

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