



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40139

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THE COURT OF APPEALS IS RECRUITING FOR TWO (2) POSITIONS IN THE ADMINISTRATIVE ASSISTANT, COURT OF APPEALS SERIES. THE POSITIONS WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

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**POSITION TITLE:** ADMINISTRATIVE ASSISTANT, COURT OF APPEALS JG - 19

**BASE SALARY:** \$66,597

**QUALIFICATIONS:** High school diploma or the equivalent and four (4) years of administrative or secretarial experience; or Associate's degree or the equivalent and two (2) years of administrative or secretarial experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Under direct supervision, an Administrative Assistant, Court of Appeals provides confidential administrative support and performs other related duties for various departments within the Court of Appeals. Administrative Assistants may also provide specialized legal secretarial services for the executive staff of the Court of Appeals.

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**POSITION TITLE:** SENIOR ADMINISTRATIVE ASSISTANT, COURT OF APPEALS JG - 21

**BASE SALARY:** \$73,897

**QUALIFICATIONS:** Two (2) years in the Administrative Assistant, Court of Appeals title; or Associate's degree or the equivalent and four (4) years of administrative or secretarial experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** A Senior Administrative Assistant, Court of Appeals provides confidential administrative support and performs other complex and related duties for various departments within the Court of Appeals. Administrative Assistants may also provide specialized legal secretarial services to executive staff of the Court of Appeals.

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**LOCATION:** COURT OF APPEALS  
20 Eagle Street, Albany, New York, 12207

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**ASSIGNMENT:** One position will be assigned to the Criminal Leave Application department. Under the direction of the Clerk and Deputy Clerk, the position will assist the Criminal Leave Application Clerk and provide administrative and secretarial support. Duties include but are not limited to: processing criminal leave applications; reviewing criminal leave applications for accuracy and completeness; preparing correspondence, reports and orders; maintaining records; and managing and updating databases. Qualified candidates must have excellent written and oral communication skills, the ability to work independently, and a keen attention to detail.

One position will be assigned to the Appeals department. Under the direction of the Clerk, Deputy Clerk and Assistant Deputy Clerk(s), the position will provide administrative and secretarial support. Duties include but are not limited to: processing appeal filings; reviewing appeal filings for accuracy and completeness; preparing correspondence, reports, decision lists and court orders; maintaining records; and managing and updating databases. Qualified candidates must have excellent written and oral communication skills, the ability to work independently, and a keen attention to detail.

**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: 2.

**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 and cover letter by email to [COAHR@nycourts.gov](mailto:COAHR@nycourts.gov) or by mail to:

Nala R. Woodard  
Director of Management and Operations  
New York State Court of Appeals  
20 Eagle Street  
Albany, NY 12207

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)**

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**POSTING DATE:** January 28, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 25, 2025

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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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