



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40141

POSITION TITLE: ASSISTANT DEPUTY CLERK TO COURT OF APPEALS **JG: NS**

LOCATION: NEW YORK STATE COURT OF APPEALS
ALBANY, NY

BASE SALARY: \$ 179,803

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and three years of relevant legal experience. Preference will be given to candidates with knowledge in appellate practice or law office management.

DISTINGUISHING FEATURES OF WORK:

Under the supervision of the Deputy Clerk and the Clerk of the Court of Appeals, the Assistant Deputy Clerk assists in the preparation of the Court of Appeals' calendar and reviews legal documents filed with the Court for compliance with its rules, and performs other related confidential duties.

ASSIGNMENT: Assistant Deputy Clerks work under the direct supervision of the Clerk and Deputy Clerk and are an integral part of a professional case management team. Duties include, but are not limited to, oversight of support staff and all aspects of case management, including examining filed documents for compliance with Court Rules, tracking cases matters in case management and digital filing systems, answering queries from the Bar and the public about the Court's Rules and procedures, reviewing filed appeals and applications for jurisdictional defects, monitoring filing deadlines, compiling and reporting statistical information, and preparing orders and other documents embodying the Court's determinations. This Assistant Deputy Clerk will be assigned primary responsibility for the management of criminal appeals and criminal leave applications and responding to inquiries from unrepresented court users.

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) and a cover letter and resume by email to COAHR@nycourts.gov or by mail to:

Heather Davis, Esq.
Clerk, Court of Appeals
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

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

POSTING DATE: February 7, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 7, 2025

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.
