



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 51417

POSITION TITLE: DEPUTY CLERK OF THE COURT APPELLATE DIVISION JG: NS

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT

BASE SALARY: \$198,248

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and five (5) years of legal experience.

DISTINGUISHING FEATURES OF WORK: Deputy Clerks of the Court are the second highest ranking non-judicial employees in the Appellate Divisions of the Supreme Court. They work under the direction of the Clerk of the Court and are responsible for assisting them in formulating policy, managing all aspects of the day-to-day operations of the Appellate Divisions, and performing other related duties.

ASSIGNMENT: The Deputy Clerk of the Court is responsible for assisting in the management of the day-to-day operations of the Court. The Deputy Clerk will oversee the operations of the clerk's office, the preparation of the calendar, appointment of Court Examiners and approval of appellate vouchers; handle personnel issues; prepare annual report for the Justices of the Court; provide guidance to supervisors on legal and procedural issues; respond to inquiries about court procedures; and interview candidates for employment. Preference will be given to candidates with extensive knowledge of First Department procedures, practices and rules, and supervisory and management experience.

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 ad1humanresources@nycourts.gov or mail to :

Kerry Bookstaver
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

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

POSTING DATE: June 25, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 23, 2024

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.