



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52428

POSITION TITLE: APPELLATE LAW STENOGRAPHER **JG: 17**

LOCATION: APPELLATE DIVISION, SECOND DEPARTMENT
1 Pierrepont Plaza, Brooklyn, NY 11201

BASE SALARY: \$59,636 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: High school diploma or the equivalent and three (3) years of legal stenographic experience; **or** Satisfactory completion of a business or commercial course beyond the high school level including course work in legal stenography and two (2) years of legal stenographic experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Appellate Law Stenographers work in a pool setting and are responsible for providing legal stenographic and typing services to groups of appellate law assistants, Associate Justices, and administrative personnel located in an Appellate Division or an Appellate Term of the Supreme Court. Appellate Law Stenographers also perform clerical tasks, such as screening telephone calls and maintaining administrative and court records, and other related duties.

ASSIGNMENT: The successful applicant will be assigned to the Decision Department and will perform clerical tasks including but not limited to: verifying legal citations and references; maintaining office records; typing and processing of appeal decisions and motion orders; and performing related duties as assigned. Excellent typing skills and knowledge of WordPerfect are required. Applicant must be able to handle multiple tasks simultaneously, possess good interpersonal and communication skills, and have the ability to handle sensitive matters in a confidential manner.

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) a resume and cover letter by email to AD2-Postings@nycourts.gov with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Human Resources Department

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

POSTING DATE: June 20, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 18, 2024

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