



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52457

POSITION TITLE: ASSOCIATE DEPUTY CLERK **JG:** NS

LOCATION: APPELLATE DIVISION, SECOND DEPARTMENT
45 Monroe Place Brooklyn, New York 11201

BASE SALARY: \$189,000 - \$194,552 + \$4,775 Location Pay

CLASSIFICATION: EXEMPT/CONFIDENTIAL

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

ASSIGNMENT: Associate Deputy Clerks at the Appellate Division, Second Department are responsible for assisting the Clerk of the Court and Deputy Clerks in administering Clerk's Office business and assisting litigants. The duties of an Associate Deputy Clerk include but are not limited to: conferencing orders to show cause with litigants; presenting orders to show cause to the Justices of the Court for signature with recommendations whether any requested interim relief should be granted; answering procedural questions posed by litigants by telephone in writing and in person; responding to written correspondence; reviewing submissions made to the Clerk's Office for compliance with the Court's rules; processing applications; reviewing the Court's decisions on motion and on appeal prior to public release; and reviewing proposed decisions in advance of, and recording votes at, the Justices' private Consultation. These duties require a strong background in appellate practice, a working knowledge of the Court's rules of practice, and the ability to express oneself, both verbally and in writing, in a clear and concise 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) and 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: October 25, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 22, 2024

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