



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52510

THE APPELLATE DIVISION, SECOND DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE APPELLATE COURT CLERK SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES.

POSITION TITLE: ASSOCIATE APPELLATE COURT CLERK **JG: 23**

BASE SALARY: \$ 82,198 + \$4,775 Location Pay

QUALIFICATIONS: One year of service in the Senior Appellate Court Clerk title; **or** One year of permanent, competitive class service in the Senior Court Clerk title; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Associate Appellate Court Clerks perform clerical tasks and perform other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court. Associate Appellate Court Clerks review complex or unusual documents for legal-technical sufficiency, supervise Senior Appellate Court Clerks or other subordinate employees in one or more units of clerical employees engaged in court support operations such as intake, calendaring, or remittitur, and perform other related duties.

POSITION TITLE: SENIOR APPELLATE COURT CLERK **JG: 21**

BASE SALARY: \$ 73,897 + \$4,775 Location Pay

QUALIFICATIONS: Two years of service in any title in the Unified Court System; **or** A Bachelor's degree from an accredited college or university; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under the supervision of Associate or Principal Appellate Court Clerks, a Senior Appellate Court Clerk performs a variety of court clerical and administrative tasks related to court proceedings in the Appellate Terms or the Appellate Divisions of the Supreme Court. Senior Appellate Court Clerks serve as part clerks, review orders, forms, and other court papers for accuracy and completeness, supervise courtroom security and Appellate Court Clerks and other personnel performing administrative and processing tasks, resolve unusual calendaring and other such problems, prepare written responses to procedural inquiries, and perform other related duties.

LOCATION: APPELLATE DIVISION, SECOND DEPARTMENT
45 MONROE PLACE BROOKLYN, NY 11201

CLASSIFICATION: NON-COMPETITIVE

ASSIGNMENT: The successful applicant will be designated as either a Senior Appellate Court Clerk (JG-21) or an Associate Appellate Court Clerk (JG-23), directly assisting the Clerk of the Court with, but not limited to, initiating and administering new practices and procedures within the Second Department, gathering and analyzing statistical data, monitoring the court's website, monitoring pending appeals in criminal matters, drafting responses to emails from attorneys and pro se litigants as well as correspondence from incarcerated individuals, tracking the continued viability of pending appeals in civil matters, which includes assisting with processing extension requests and appeal withdrawals, training employees on innovations with the court's Case Processing Information System (CPIS) and New York State Courts Electronic Filing System (NYSCEF), and assisting with law school recruiting and in-house counsel registration. Knowledge of Appellate court rules and procedures as well as the court's case management system is preferable, but not mandatory. Excellent organizational, administrative, interpersonal and computer skills are required. Applicant must be a self-starter who is able to multitask, work independently, think analytically, and communicate clearly and effectively. Must also 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) and a cover letter and resume by email to 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: February 6, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 6, 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.
