



**PLEASE POST**

ANNOUNCEMENT NO. 52512

**PROMOTIONAL OPPORTUNITY**

THE APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE NYS COURT ATTENDANT SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

**POSITION TITLE:** NYS SENIOR COURT ATTENDANT, APPELLATE DIVISION **JG: 21**

**BASE SALARY:** \$73,897 + \$4,775 LOCATION PAY

**QUALIFICATIONS:** Two years of experience as a New York State Court Attendant, Appellate Division title; **or** an equivalent combination of education and experience. Candidates must be legally eligible and qualified to carry firearms. New York State residency is required for appointment. Candidates must be citizens of the United States. Candidates must possess a valid New York State driver's license.

**DISTINGUISHING FEATURES OF WORK:** Under the general direction of the New York State Associate Court Attendant, Appellate Division, a New York State Senior Court Attendant, Appellate Division, is responsible for maintaining order and decorum in the courthouse, court buildings and grounds, performing a variety of clerical and other related duties and overseeing and training New York State Court Attendants, Appellate Division and Court Building Guards. New York State Senior Court Attendants, Appellate Division may be assigned to ensure the security and safety of Judges. New York State Senior Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms.

**POSITION TITLE:** NYS COURT ATTENDANT, APPELLATE DIVISION **JG: 19**

**BASE SALARY:** \$66,597 + \$4,775 LOCATION PAY

**QUALIFICATIONS:** Two years of experience as a New York State Court Officer; **or** An equivalent combination of education and experience. Candidates must be legally eligible and qualified to carry firearms. New York State residency is required for appointment. Candidates must be citizens of the United States. Candidates must possess a valid New York State driver's license.

**DISTINGUISHING FEATURES OF WORK:** Under the supervision of New York State Senior Court Attendants, Appellate Division, New York State Court Attendants, Appellate Division are responsible for maintaining order and decorum in courthouses, court buildings and grounds. They also perform various clerical, reception, messenger and other related duties. New York State Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms.

**LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT  
BROOKLYN, NY 11201

**CLASSIFICATION:** NON-COMPETITIVE

**ASSIGNMENT:** Duties include, but are not limited to: ensuring the courtroom and consultation rooms are prepared for proceedings; maintaining the general decorum in the courtroom, waiting areas, and court premises; physically restraining unruly individuals; arresting individuals according to established procedures; responding to requests from lawyers and the public for general information and assisting visitors; delivering and retrieving case folders, law books, documents, and other materials; operating security equipment such as magnetometers, handheld screening devices, x-ray machines, and communication radios; using established search procedures to ensure that no weapons, electronic, or photographic equipment are brought into the courtroom; escorting and providing security to Judges within and outside of court premises as well as driving Judges throughout the designated department and within New York State.

**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:** NYS Unified Court System employees 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [AD2-Postings@nycourts.gov](mailto: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

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**POSTING DATE:** February 10, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 10, 2025

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**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.**

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