



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54408

POSITION TITLE: APPELLATE COURT ASSISTANT **JG: 16**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$56,411

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of relevant clerical experience; **or** Four (4) years of relevant clerical experience; **or** An equivalent combination of education and experience; **or** Thirty (30) college level credits may be substituted for each year of work experience.

DISTINGUISHING FEATURES OF WORK: Under the direct supervision of higher-level court clerical personnel, Appellate Court Assistants perform basic court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. An Appellate Court Assistant provides procedural information, reviews court documents for accuracy and completeness; prepares vouchers and purchase orders and may oversee the work of office clerical personnel.

ASSIGNMENT: The Appellate Court Assistant will be assigned to the Shipping Department in the Appellate Division, Fourth Department. Duties include but are not limited to: reviewing filings for compliance with deadlines and court rules to determine whether filings may be accepted; enter identifying case information into a database; pulling and assembling sets of cases for shipping to court; assigning an appropriate panel of Justices pursuant to the court calendar; setting up chambers and courtrooms for terms of court; attending court sessions, including special sessions and ceremonies which may require travel with the court; responding to inquiries from Justices, staff attorneys, support staff and members of bar and public regarding filings and court procedures; and handling special projects and assignments at the direction of the Court or Clerk of the Court.

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 cbaldino@nycourts.gov or by mail to:

Coleen M. Baldino, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

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

POSTING DATE: June 5, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 3, 2024

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