UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51502

POSITION TITLE: APPELLATE MESSENGER **JG:** 12

POSITION LOCATIONS: APPELLATE DIVISION, FIRST DEPARTMENT

BASE SALARY: $ 36,140 + $ 3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Successful completion of the eight grade or equivalent; **and** Possession of a valid New York State Drivers License.

DISTINGUISHING FEATURES OF WORK:
Under supervision, Appellate Messengers work in the Appellate Divisions of the Supreme Court and are responsible for transporting documents to courthouses, administrative offices, Justices` chambers, and other locations. Appellate Messengers also perform clerical and other related duties.

ASSIGNMENT:
This position is assigned to the Appellate Division, First Department, located at 27 Madison Avenue.

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 to:

Susanna Molina Rojas
Clerk of the Court
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: February 25, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 18, 2015

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.