



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51506

POSITION TITLE: CHIEF CLERK, APPELLATE TERM **JG: NS**

LOCATION: APPELLATE TERM, FIRST DEPARTMENT

BASE SALARY: Salary Determined Upon Qualifications and Experience of Successful Candidates

CLASSIFICATION: EXEMPT / CONFIDENTIAL

QUALIFICATIONS: Bachelor's degree from an accredited college or university and four (4) years of relevant administrative experience in a court, court agency, or law office; **or** An equivalent combination of education and experience.

Juris Doctor degree preferred.

DISTINGUISHING FEATURES OF WORK:

Chief Clerks, Appellate Term are the highest ranking non-judicial employees in the Appellate Term of the Supreme Court. They supervise a staff of subordinate personnel who apply expertise to appellate term case processing.

ASSIGNMENT:

This position is assigned to the Appellate Term, located at 60 Centre Street. Duties include but are not limited to: applying legal-technical expertise in specialized areas of law; writing and editing proposed court decisions; reviewing complex court documents; consulting with judges and court administrators and recommending court procedures and guidelines; and discussing difficult legal and procedural applications with attorneys. Must have expert knowledge of court procedures and practices, legal terminology, and relevant statutes, rules and regulations.

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 11, 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.
