



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 51709

POSITION TITLE: PRINCIPAL APPELLATE OFFICE ASSISTANT **JG: 13**

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT
OFFICE OF CHARACTER AND FITNESS
41 Madison Avenue, NY, NY

BASE SALARY: \$40,630

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: High school diploma or the equivalent and one (1) year in the Senior Appellate Office Assistant, Senior Appellate Office Typist, or Senior Appellate Office Stenographer titles; **or** high school diploma or the equivalent and three (3) years of clerical experience; **or** Associate's degree or completion of the equivalent course credit towards a Bachelor's degree from an accredited college or university; **or** an equivalent combination of education or experience.

DISTINGUISHING FEATURES OF WORK:

Principal Appellate Office Assistants work with substantial independence supervising Senior Appellate Office Assistants who work in clerical units, such as docketing and file rooms, and performing a variety of clerical tasks and other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court.

ASSIGNMENT:

Duties and responsibilities include but are not limited to: answering written correspondence and telephone calls, accepting and assembling court papers and forms and reviewing them for completeness, processing Certificates of Good Standing, and providing assistance at the reception desk.

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 mail 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: September 28, 2017

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 20, 2017

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.
