



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52304

PROMOTIONAL OPPORTUNITY

POSITION TITLE: APPELLATE COURT CLERK **JG: 18****LOCATION:** APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
45 Monroe Place
Brooklyn, New York 11201**BASE SALARY:** \$ 49,777 + \$ 3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** Two years of service in any title in the Unified Court System; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:**

Under supervision of higher level court clerical personnel, Appellate Court Clerks perform court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. Appellate Court Clerks supervise Appellate Court Assistants and lower level office clerical personnel assigned to clerical units and perform a variety of complex clerical and administrative processing tasks such as assembling court papers, reviewing them for accuracy and completeness, developing court calendars, reviewing budget expenditures against appropriated amounts and performing related duties as assigned.

ASSIGNMENT:

The responsibilities will include, but are not limited to, typing, filing and mailing of correspondence; handling intra-office file transfers; phone contact with the public; making and receiving calls to and from court personnel, including judges; entering/maintaining case management data; and assembling/maintaining comprehensive case management reports. Knowledge of database and spreadsheet programs (Access, Excel) is a plus. The successful applicant should possess strong word processing and general computer skills as well as excellent interpersonal and communication abilities. Must be able to handle sensitive matters in a confidential manner.

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 who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

MARY O'DONOGHUE
APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT
45 MONROE PLACE
BROOKLYN, NY 11201

POSTING DATE: JULY 17, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** JULY 31, 2013

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
