



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52305

**PROMOTIONAL OPPORTUNITY****POSITION TITLE:** APPELLATE COURT CLERK **JG: 18****LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> 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 individual selected will provide clerical and administrative support to the Clerk of the Court and her staff. The successful candidate must demonstrate a high degree of proficiency utilizing word processing programs (e.g. Microsoft Word, WordPerfect) and possess a thorough working knowledge of spreadsheet and database applications (such as Excel, Lotus 123, Quattro Pro and Microsoft Access). Must have ability to maintain a complex filing system; review, sort and distribute court papers and technical materials; assist in scheduling and preparing court calendars; respond to inquiries from the public; and draft memos and correspondence with substantial independence. 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. The successful applicant should possess a service oriented attitude and strong 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:** 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

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

**POSTING DATE:** AUGUST 19, 2013**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** SEPTEMBER 9, 2013

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