



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52308

PROMOTIONAL OPPORTUNITY

POSITION TITLE: SENIOR APPELLATE LAW STENOGRAPHER JG: 21

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
1 Pierrepont Plaza
Brooklyn, New York 11201

BASE SALARY: \$58,298 + \$3,697 LOCATION PAY

CLASSIFICATION: **NON-COMPETITIVE**

QUALIFICATIONS: One year of service in the Appellate Law Stenographer title; **or** One year of permanent competitive class service in the Law Stenographer title; **or** An equivalent combination of education and experience.

ASSIGNMENT:

The successful candidate will be responsible for training and supervising Appellate Law Stenographers and Appellate Law Typists assigned to a legal word processing pool by coordinating their assignments, reviewing their work output and evaluating their performance; production of Attorney Disciplinary Calendars; data entry into CPIS database; type legal documents; operate office machinery; act as liaison with Justices, court attorneys and administrative personnel with regard to assignments; proofread typed material. Also responsible for general office duties.

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.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attn: Mary O'Donoghue, Personnel Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 13, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 30, 2013

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.
