EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52403

POSITION TITLE: CLERK NS*

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
45 Monroe Place
Brooklyn, New York 11201

BASE SALARY: $10.00 Hourly - Position available for Weekends Only (Night/Day Shifts)
There are no fringe benefits associated with this position.

CLASSIFICATION: **Temporary**

QUALIFICATIONS: High school diploma or equivalent.
Viable candidates will be subject to background check/fingerprinting.

ASSIGNMENT:
The responsibilities will include, but are not limited to, maintaining a regular watch on the courthouse, parking lot, and the public and private property contained therein; ensuring that doors, windows and gates are secure; greet and assist Justices, court personnel and other persons lawfully entering or leaving the premises; and maintaining records of the events occurring on their shift.

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: March 7, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 28, 2014

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.