UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST**
ANNOUNCEMENT NO. 40022_EXTENDED

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**POSITION TITLE:** PRINCIPAL STENOGRAPHER, COURT OF APPEALS **JG:** 19

**POSITION LOCATIONS:** COURT OF APPEALS
20 Eagle Street, Albany, NY 12207

**BASE SALARY:** $52,524

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** One year of service in the Senior Stenographer, Court of Appeals title; or Satisfactory completion of a certified business, commercial or paralegal course beyond the high school level including coursework in legal stenography and three (3) years of legal secretarial experience requiring stenography; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**
A Principal Stenographer, Court of Appeals provides personal and confidential specialized legal secretarial services and administrative assistance, and performs other complex tasks and related duties for the executive staff of the Court of Appeals, including the Clerk, Deputy Clerk, Assistant Deputy Clerk, Consultation Clerk, Assistant Consultation Clerk, Chief Motion Clerk and Legal Reference Attorney, as well as Chief Court Attorney and Senior Deputy Chief Court Attorney.

**ASSIGNMENT:**
Provides legal secretarial services and administrative assistance, and performs other related duties for administrative officials and other personnel in the Court of Appeals.

**GENERAL INFORMATION:**
The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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 resume to:

ANDREW W. KLEIN
CHIEF CLERK AND LEGAL COUNSEL TO THE COURT
NYS COURT OF APPEALS
20 EAGLE STREET
ALBANY, NEW YORK 12207

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM**

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**POSTING DATE:** April 23, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 4, 2014

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