



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53410

POSITION TITLE: SENIOR APPELLATE COURT CLERK **JG: 21**

LOCATION: APPELLATE DIVISION, 3RD JUDICIAL DEPARTMENT
ALBANY, NY

BASE SALARY: \$ 59,462

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Two years of service in any title in the Unified Court System; **or** a Bachelor's degree from an accredited college or university; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under the supervision of Associate or Principal Appellate Court Clerks, a Senior Appellate Court Clerk performs a variety of court clerical and administrative tasks related to court proceedings in the Appellate Terms or the Appellate Divisions of the Supreme Court. Senior Appellate Court Clerks serve as part clerks, review orders, forms, and other court papers for accuracy and completeness, supervise courtroom security and Appellate Court Clerks and other personnel performing administrative and processing tasks, resolve unusual calendaring and other such problems, prepare written responses to procedural inquiries, and perform other related duties.

ASSIGNMENT:

This position will be assigned to the Court's Attorney Admissions Office and will involve performing a variety of clerical and administrative tasks. Duties of the position will include reviewing and processing applications for admission to the New York State Bar from a national and international applicant pool; interacting with the public in person, in writing, by telephone and electronically; interacting with members of the Court and Court staff; preparing court orders and correspondence; filing; processing requests for Certificates of Good Standing; assisting the members of the Court's Committee on Character and Fitness in discharging their duties; coordinating and monitoring admissions office workflow under the supervision of the Admissions Office Attorney; scheduling office workflow under the supervision of the Admissions Office Attorney; scheduling; maintaining statistics; and performing other related duties as assigned by the Admissions Office Attorney and the Clerk of the Court.

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) and a resume by e-mail to AD3-Employment@nycourts.gov or mail to:

ROBERT D. MAYBERGER
CLERK OF THE COURT
APPELLATE DIVISION, THIRD DEPARTMENT
P.O. BOX 7288, CAPITAL STATION
ALBANY, NEW YORK 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 17, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 9, 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.
