



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54501

POSITION TITLE: PRINCIPAL APPELLATE OFFICE TYPIST **JG: 13**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$ 38,287

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year in the Senior Appellate Office Assistant, Senior Appellate Office Typist, or Senior Appellate Office Stenographer title; **or** High school diploma or the equivalent and three (3) years of relevant clerical experience; **or** Associate's degree or completion of the equivalent course credit towards a Bachelor's degree from an accredited college or university; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Principal Appellate Office Typists work with substantial independence and are primarily responsible for supervising Senior Appellate Office Assistants and Typists who work in clerical units, such as file and docketing rooms and typing pools, in the Appellate Terms or Appellate Divisions of the Supreme Court. Principal Appellate Office Typists also perform a variety of clerical tasks, type materials for justices and court officials, and perform other related duties.

ASSIGNMENT:

Principal Appellate Office Typists must have the ability to type finished material at the rate of forty (40) words per minute. This position will be situated in the Reception Area of the Appellate Division Clerk's Office and will primarily be responsible for answering the switchboard telephone, directing calls to the appropriate staff member or Justice, opening and sorting mail, recording and delivering messages, responding to general inquiries from the public and members of the Bar, assisting legal staff with database entries and processing of motions, and alphabetizing and filing Orders. Familiarity with computers, including WordPerfect is required.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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. Special arrangements for the disabled may be made by contacting the Mary L. Jones at 585-530-3104 prior to the interview. 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:

MARY L. JONES, HUMAN RESOURCES
APPELLATE DIVISION, FOURTH DEPARTMENT
M. DOLORES DENMAN COURTHOUSE
50 EAST AVENUE, SUITE 200
ROCHESTER, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 5, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 27, 2015

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