PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT **UCS-23**

STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS

Announcement Number: 40002

POSITION TITLE: **LEGAL TYPIST** **JG: 12**

LOCATION: **LAW REPORTING BUREAU, COURT OF APPEALS**
ONE COMMERCE PLAZA, SUITE 1750, ALBANY, NY 12210

BASE SALARY: **$35,434**

CLASSIFICATION: **EXEMPT**

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of typing and clerical experience; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Legal Typists work under the direct supervision of the State Reporter in the Law Reporting Bureau where they are responsible for performing a variety of office clerical and legal typing tasks in connection with the preparation of case decisions for inclusion in the official New York State Reports and perform other related duties.

ASSIGNMENT: This position will be responsible for handling duties such as word processing (WordPerfect preferred), typing, team and individual proofreading, and using a computer with the Windows operating system. Excellent understanding of English grammar is desirable.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by the 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 three (3) 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 http://www.nycourts.gov/careers/UCS5.pdf) and/or a resume to:

William J. Hooks, State Reporter
NYS Law Reporting Bureau
One Commerce Plaza
Suite 1750
Albany, New York 12210

Applicants Are Encouraged to Complete the EEO Data Collection Form UCS-19X.

POSTING DATE: June 16, 2010 **APPLICATIONS MUST BE RECEIVED BY:** July 7, 2010

The New York State Unified Court System Is an Equal Opportunity Employer.
Women, Minorities and Individuals with Disabilities Are Encouraged to Apply.