



UCS-23

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS**

PLEASE POST

Announcement Number: 40003

POSITION TITLE: CLERICAL ASSISTANT, COURT OF APPEALS JG-13
LOCATION: COURT OF APPEALS
BASE SALARY: \$37,534
CLASSIFICATION: EXEMPT

QUALIFICATIONS: High School diploma or the equivalent and three (3) years of clerical/building maintenance services experience; or an equivalent combination of education and experience. Ability to lift and carry objects which weigh up to fifty (50) pounds. Possession of a valid New York State driver's license.

DISTINGUISHING FEATURES OF WORK: Under the supervision of the Building Manager, a Clerical Assistant performs confidential clerical and messenger duties and performs tasks related to maintenance of the Court of Appeals building and grounds, and other related duties.

ASSIGNMENT: Court of Appeals Hall, 20 Eagle Street, Albany, New York 12207
Monday - Friday, 9:00 a.m. to 5:00 p.m.

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 three (3) months. Position(s) available at the present time: 2.

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 resume to:

Brian J. Emigh, Building Manager
Court of Appeals
20 Eagle Street
Albany, NY 12207-1095

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

POSTING DATE: August 4, 2010

APPLICATIONS MUST BE RECEIVED BY: August 25, 2010

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