



**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT UCS-23**

PLEASE POST

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

Announcement Number: 40007

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 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 <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: October 13, 2010 **APPLICATIONS MUST BE RECEIVED BY:** November 3, 2010

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