



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52014

POSITION TITLE: SENIOR APPELLATE OFFICE ASSISTANT **JG:** 9

LOCATION: **APPELLATE TERM**
APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
141 Livingston Street, 15th Floor
Brooklyn, New York 11201

BASE SALARY: \$29,810 + LOCATION PAY \$3,697

CLASSIFICATION: **NON-COMPETITIVE**

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

DISTINGUISHING FEATURES OF WORK:

Senior Appellate Office Assistants work with a limited degree of independence on office clerical and other related tasks in the Appellate Terms and Appellate Divisions of the Supreme Court. They may also serve as receptionists or information clerks, and work in Appellate Division law libraries.

ASSIGNMENT: The individual selected will be working under the direct supervision of the Chief Clerk, Deputy Chief Clerk for Administration and Deputy Chief Clerk for Legal Matters and will be responsible for, among other duties, assisting the Clerk's Office in establishing the calendar of appeals, entry of data on appeals into the court's case management system, distribution of appeal orders and motions, assistance with administration of the Civil Appeals Management Program (CAMP) and other clerical functions.

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 three (3) months.

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:

APPELLATE TERM
APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
141 LIVINGSTON STREET, 15TH FLOOR
BROOKLYN, NEW YORK 11201
ATTENTION: PAUL KENNY, CHIEF CLERK

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 18, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 8, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
