



**EMPLOYMENT
OPPORTUNITY UCS-23
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM**

**PLEASE POST
ANNOUNCEMENT NO. 52203**

POSITION TITLE: NEW YORK STATE COURT ATTENDANT, APPELLATE DIVISION JG: 18

LOCATION: Appellate Division, 2ND Judicial Department
45 Monroe Place
Brooklyn, New York 11201

BASE SALARY: \$49,777 + \$3,697 Location Pay

CLASSIFICATION: Non-Competitive/Confidential

QUALIFICATIONS: Two years of experience as a New York State Court Officer; or an equivalent combination of education and experience. Candidates must be legally eligible and qualified to carry firearms. New York State residency is required for appointment. Candidates must be citizens of the United States. Candidates must possess a valid New York State driver's license.

DISTINGUISHING FEATURES OF WORK: Under the supervision of New York State Senior Court Attendants, Appellate Division, New York State Court Attendants, Appellate Division are responsible for maintaining order and decorum in courthouses, court buildings and grounds. They also perform various clerical, reception, messenger and other related duties. New York State Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms.

ASSIGNMENT: Typical duties of a New York State Court Attendant in the Appellate Division include, but are not limited to the following: Physically restrains unruly individuals; ensures courtroom is prepared for court proceedings; responds to requests from lawyers and the public for general information and directs visitors to locations in the courthouse; delivers and retrieves case folders, law books, documents, and other materials; operates security equipment, including magnetometers, handheld screening devices and x-ray machines; uses established search procedures to ensure that no weapons or electronic or photographic equipment are brought into the courtroom; and drives Judges to official functions throughout the Department.

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 this 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.courts.state.ny.us) and a resume to:

Appellate Division, Second Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Personnel Director

APPLICANTS ARE ENCOURAGED TO COMPLETE EEO DATA COLLECTION FORM.

POSTING DATE: July 25, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:

August 15, 2012

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