



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52209

POSITION TITLE: SENIOR APPELLATE COURT CLERK **JG: 21**

POSITION LOCATIONS: APPELLATE DIVISION, 2ND DEPARTMENT
ATTORNEYS FOR CHILDREN PROGRAM (AFC)
45 Monroe Place
Brooklyn, New York 11201

BASE SALARY: \$ 58,298 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Two years of service in any title in the Unified Court System; or a Bachelor's degree from an accredited college or university; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under the supervision of Associate or Principal Appellate Court Clerks, a Senior Appellate Court Clerk performs a variety of court clerical and administrative tasks related to court proceedings in the Appellate Terms or the Appellate Divisions of the Supreme Court. Senior Appellate Court Clerks serve as part clerks, review orders, forms, and other court papers for accuracy and completeness, supervise courtroom security and Appellate Court Clerks and other personnel performing administrative and processing tasks, resolve unusual calendaring and other such problems, prepare written responses to procedural inquiries, and perform other related duties.

ASSIGNMENT:

The individual selected will act as the chief voucher processor for the Attorneys for Children Program (AFC) which processes approximately 25,000 vouchers each year. Responsibilities include but are not limited to assisting in budget preparation; preparing financial reports; pre-processing review of vouchers to ensure compliance with AFC guidelines; pre-auditing and post-auditing of vouchers; and assisting panel members in navigating the Statewide Financial System. Excellent typing skills and knowledge of Word Perfect is required. Applicant must possess good interpersonal and communication skills. Must have the ability to handle sensitive matters in a confidential manner.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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 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 www.nycourts.gov/careers/UCS5.pdf) and a resume to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Harriet Weinberger, Director

POSTING DATE: AUGUST 8, 2012 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** AUGUST 29, 2012

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