

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52211 - **REPOSTING OF JOB ANNOUNCEMENT #52207**
PREVIOUS APPLICANTS NEED NOT REAPPLY

POSITION TITLE: PRINCIPAL APPELLATE COURT CLERK JG-26

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

BASE SALARY: \$76,195 + \$3,697 Location Pay

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: One year of service in the Associate Appellate Court Clerk title; or One year of service in the Associate Court Clerk title; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Principal Appellate Court Clerks work in the Appellate Terms or the Appellate Divisions of the Supreme Court, where they are responsible for supervising or assisting Appellate Court Attorneys in managing a specialized back office unit, such as a motions or a conservator accounting department. Principal Appellate Court Clerks apply extensive knowledge to complex problems, review especially complex orders, forms, and other court papers for accuracy and completeness, may supervise units staffed by Associate Appellate Court Clerks or other subordinate personnel, and perform other related duties.

ASSIGNMENT: The successful applicant should possess extensive knowledge of the appeal process, including but not limited to the processing of Notices of Appeals, Motions and Records & Briefs. A general working knowledge of the functions of the Attorney Matters Department is encouraged. Duties of the Principal Court Clerk include, but are not limited to supervising the counter clerks as well as the entire General Clerk's office, processing all filings of Civil and Criminal cases, processing and dissemination of mail, answering incoming calls, answering questions of the general public, corresponding with Supreme, Family and County Courts, daily and monthly reconciliation of monies received by the General Clerk's Office. The Applicant should possess strong word processing and general computer skills as well as good interpersonal and communication abilities. Must be able to handle sensitive matters in a confidential manner.

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 six (6) 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 Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Personnel Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 7, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 28, 2012

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