UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52404

POSITION TITLE: COURT CLERK-SPECIALIST **JG:** 30

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
45 Monroe Place
Brooklyn, New York 11201

BASE SALARY: $ 94,366 + LOCATION PAY $3,697

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of service in the Principal Court Clerk, Principal Appellate Court Clerk or Principal Surrogate`s Court Clerk title; **or** Admission to the New York State Bar and three (3) years of legal experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:
Court Clerk-Specialists work in the largest Supreme and Surrogate`s Courts that are located in New York City, Appellate Divisions, or in counties with populations exceeding 400,000, where they supervise a staff of principal court clerks and other subordinate personnel who apply expert knowledge to complex problems in special terms, Appellate Divisions, or to particular functional areas of Surrogate`s Court. They may also be designated to act in the absence of the Chief Clerk or Commissioner of Jurors and perform other related duties.

ASSIGNMENT:
The applicant selected will be responsible for the duties of a Voting Clerk which includes receiving confidential reports; recording information into the court's case management system; circulating revised, concurring and dissenting slips; taking custody of trial court files and ensuring their proper return; preparing list of all pending appeals; working with the Clerk of the Court, the Supervisor of the Decision Department, and Chambers' staff as well as other departments in respect to appeals, memos, papers, reports, questions and preparation of cases to be discussed by the justices of the court; and supervision of approximately 5 clerical staff. Must be able to handle sensitive matters in a confidential manner and possess a service-oriented attitude and strong interpersonal, organizational and communication skills.

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 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 Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Human Resources Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 12, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 3, 2014

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