



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52405 (Replaces withdrawn announcement 52404)

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**POSITION TITLE:** PRINCIPAL APPELLATE COURT CLERK **JG: 26**

**LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT  
45 Monroe Place  
Brooklyn, New York 11201

**BASE SALARY:** \$ 76,195 + LOCATION PAY \$3,697

**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 applicant selected will be responsible for the duties of a Voting Clerk which includes receiving confidential reports from consultation; recording information into the court's case management system for decision tracking; circulating revised, concurring and dissenting slips drafted by the justices of the court; taking custody of trial court files and ensuring their proper return; preparing list of all pending appeals periodically; working closely 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. Also responsible for training and supervision of approximately 5 clerical staff. Must be able to handle sensitive matters in a confidential manner. The successful application should 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

Appellate Division, 2<sup>nd</sup> 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.**

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**POSTING DATE:** May 20, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 11, 2014

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