

**EMPLOYMENT
OPPORTUNITY**

State of New York
UNIFIED COURT SYSTEM
3RD JUDICIAL DEPARTMENT

Posting No. **53008**

The Appellate Division, Third Department, is currently seeking a Principal Appellate Office Assistant for the Court's Decision Department.

POSITION TITLE: Principal Appellate Office Assistant (JG-13)

LOCATION: Supreme Court, Appellate Division
Third Judicial Department
Robert Abrams Building for Law and Justice
Empire State Plaza
Albany, New York

BASE SALARY: \$37,534 per year

CLASSIFICATION: Non-competitive

QUALIFICATIONS: High school diploma or the equivalent and one(1) year in the Sr. Appellate Office Assistant, Sr. Appellate Office Typist, or Sr. Appellate Office Stenographer titles; **or** a High school diploma or the equivalent and three(3) years of clerical experience; or Associate's degree or completion of the equivalent course credit towards a Bachelor's degree from an accredited college or university; **or** an equivalent combination of education or experience.

DISTINGUISHING FEATURES OF WORK:

Principal Appellate Office Assistants work with substantial independence supervising Senior Appellate Office Assistants who work in clerical units, such as docketing and file rooms, and performing a variety of clerical tasks and other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court. Please see Assignment section below for particular duties to be performed by this position.

ASSIGNMENT:

This position will be assigned to the Court's Decision Department. The duties of the position will include word processing, proofreading, copying, collating, and other related functions associated with the preparation and handing down of the Court's weekly decisions, together with any other duties as assigned by the Clerk of the Court and Consultation Clerk.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4777 prior to the interview. Position(s) available at the present time 1.

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 from the Unified Court System's website at <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

Robert D. Mayberger, Deputy Clerk
Appellate Division, Third Department
P.O. Box 7288, Capitol Station
Albany, NY 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 18, 2010

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: December 13, 2010