



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53412

---

**POSITION TITLE:** PRINCIPAL APPELLATE OFFICE ASSISTANT **JG: 13**

**LOCATION:** APPELLATE DIVISION, 3<sup>RD</sup> DEPARTMENT  
ALBANY, NY

**BASE SALARY:** \$38,287

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** High school diploma or the equivalent and one (1) year in the Senior Appellate Office Assistant, Senior Appellate Office Typist, or Senior Appellate Office Stenographer title; **or** 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.

**ASSIGNMENT:**

This position is assigned to the Filing Office/Record Room and is primarily responsible for assisting in mailroom operations by opening, sorting and distributing mail; sealing, weighing and stamping outgoing mail; and preparing overnight and express mail packages. The position will also assist in preparing large shipments of records, briefs and other documents to the chambers of the Justices of the Court. Ability to lift boxes weighing approximately 40 pounds is strongly preferred.

**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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**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 by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

ROBERT D. MAYBERGER  
CLERK OF THE COURT  
APPELLATE DIVISION, THIRD DEPARTMENT  
P.O. BOX 7288, CAPITAL STATION  
ALBANY, NEW YORK 12224

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

---

**POSTING DATE:** December 10, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 31, 2014

---

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.

---