



**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**State of New York
UNIFIED COURT SYSTEM
3RD JUDICIAL DEPARTMENT**

Posting No. 53906

The Mental Hygiene Legal Service, Appellate Division, Third Judicial Department, is currently seeking a Senior Appellate Office Assistant.

.....

Position Title: Senior Appellate Office Assistant JG: 9

Location: Capital District Psychiatric Center
75 New Scotland Avenue, Albany, New York

Base Salary: \$28,661

Classification: Non-Competitive

Qualifications: High School diploma or the equivalent and two (2) years of clerical experience;

or

An equivalent combination of education and experience.

Distinguishing Features of Work: Senior Appellate Office Assistants work with a limited degree of independence on office clerical and other related tasks in the Appellate Terms and Appellate Divisions of the Supreme Court. They may also serve as receptionists or information clerks, and work in Appellate Division law libraries.

Assignment: The position will be assigned to the Albany Regional Office of the Mental Hygiene Legal Service.

Under the supervision of the Principal Attorney in charge of the Albany Region, the Senior Appellate Office Assistant will provide office support through word processing; data base entry; filing; answer and screen telephone calls; open and distribute mail and other clerical duties necessary to complete assignments.

Candidates should have the ability to handle sensitive matters on a confidential basis; be proficient in WordPerfect and have familiarity with or skills to learn Advanced DB Master, or other data management programs.

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 three (3) months. Position(s) available at this 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 on the web <http://www.nycourts.gov/careers/UCS5.pdf>) AND a resume to:

Sheila E. Shea, Director
Supreme Court, Appellate Division
Mental Hygiene Legal Service - Third Judicial Department
40 Steuben Street, Suite 501
Albany, New York 12207-2109

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 3, 2009

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: August 21, 2009

The New York State Unified Court System is an Equal Opportunity Employer.