PLEASE POST

APPELLATE DIVISION, FOURTH DEPARTMENT

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

ANNOUNCEMENT NUMBER 54001 AMENDED

TITLE OF POSITION: PRINCIPAL APPELLATE OFFICE TYPIST **JG:** 13
LOCATION: Appellate Division, Fourth Department, 50 East Avenue, Suite 200, Rochester, NY 14604
BASE SALARY: $37,534.00 ANNUALLY
CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One 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 relevant 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 and experience.

DISTINGUISHING FEATURES OF WORK: Principal Appellate Office Typists work with substantial independence in clerical units, such as file and docketing rooms and typing pools in the Appellate Terms or Appellate Divisions of the Supreme Court. Principal Appellate Office Typists also perform a variety of clerical tasks, type materials for justices and court officials, and perform other related duties.

TYPICAL DUTIES: Principal Appellate Office Typists must have the ability to do finished typing at the rate of forty (40) words per minute and to read and interpret written material including court documents and correspondence. They answer telephones, take messages, type correspondence, reports, calendars, lists, envelopes and other written materials. They also review mail, answer inquiries and prepare responses to written inquiries.

ASSIGNMENT: This position will be situated in the Reception Area of the Appellate Division Clerk's Office and will primarily be responsible for answering the switchboard telephone, directing calls to the appropriate staff member or Justice, opening and sorting mail, recording and delivering messages, responding to general inquiries from the public and members of the Bar, and alphabetizing and filing Orders. Familiarity with computers, including WordPerfect, is required.

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. Special arrangements for the disabled may be made by contacting the Human Resources Office of the Appellate Division, Fourth Department at (585) 530-3104 prior to the interview. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are required to submit a UCS-5 Application for Employment form (obtainable from any administrative office in a court building or on the web at http://www.nycourts.gov/careers/UCS5.pdf) with a resume to:

Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, New York 14604

Applicants are encouraged to complete an EEO Data Collection form UCS-19X.

POSTING DATE: June 16, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 7, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.