A POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS OF THE APPLICANT SELECTED.

POSITION TITLE: CLERICAL ASSISTANT, COURT OF APPEALS

BASE SALARY: $43,114

QUALIFICATIONS:
High school diploma or the equivalent and three (3) years of clerical experience; or An equivalent combination of education and experience.
Ability to lift and carry objects which weigh up to fifty (50) pounds. Possession of a valid New York State driver's license.

DISTINGUISHING FEATURES OF WORK:
Under the supervision of the Building Manager and Deputy Building Superintendent, a Clerical Assistant performs confidential office clerical and messenger duties and performs tasks related to the maintenance of the Court of Appeals building and grounds, and performs other related duties.

LOCATION: COURT OF APPEALS HALL
20 EAGLE STREET, ALBANY, NY 12207

CLASSIFICATION: EXEMPT

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) and a cover letter and resume by mail to:
APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 12, 2020

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 2, 2020

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.