



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52281

POSITION TITLE: CLERK NS*

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
45 Monroe Place
Brooklyn, NY 11201

BASE SALARY: \$15.00 Hourly

CLASSIFICATION: Full-time/Temporary

QUALIFICATIONS: High school diploma or equivalent.
Viable candidates will be subject to background check/fingerprinting.

ASSIGNMENT: This is a temporary word processing and clerical position. Duties include, but are not limited to, formatting and circulating confidential reports to the Justices of the Court. An ideal candidate is organized, detail oriented, works well with others and has an ability to maintain strict confidentiality. The candidate should be proficient in word processing programs, such as Word or Word Perfect and knowledge of Excel.

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.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume by email to AD2-HR@nycourts.gov to or by mail to:

Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attn: Human Resources Department

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: December 13, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 27, 2022

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.
