



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52282

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #52273 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

POSITION TITLE: APPELLATE LAW STENOGRAPHER **JG: 17****LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT
BROOKLYN, NY**BASE SALARY:** \$54,043 + \$4,300 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** High school diploma or the equivalent and three(3) years of legal stenographic experience; **or** Satisfactory completion of a business or commercial course beyond the high school level including course work in legal stenography and two (2) years of legal stenographic experience; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:**

Appellate Law Stenographers work in a pool setting and are responsible for providing legal stenographic and typing services to groups of appellate law assistants, Associate Justices, and administrative personnel located in the Appellate Divisions or an Appellate Term of the Supreme Court. Appellate Law Stenographers also perform clerical tasks, such as screening telephone calls and maintaining administrative and court records, and other related duties.

ASSIGNMENT: The successful applicant will be assigned to the Decision Department and will perform court clerical tasks related to the typing and processing of appeal decisions and motion orders as well as assist in all areas of the department. Excellent typing skills and knowledge of Word Perfect is required. Applicant must be able to handle multiple tasks at the same time and possess good interpersonal and communication skills. Must also have the ability to handle sensitive matters in a confidential manner.

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.

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 resume by email to AD2-HR@nycourts.gov or by mail to:

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY 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:** January 10, 2023

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.
