UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54006

POSITION TITLE: APPELLATE COURT ASSISTANT **JG:** 16

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: $50,112

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of relevant clerical experience; or Four (4) years of relevant clerical experience; or An equivalent combination of education and experience; or Thirty (30) college level credits may be substituted for each year of work experience.

DISTINGUISHING FEATURES OF WORK: Under the direct supervision of higher level court clerical personnel, Appellate Court Assistants perform basic court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. An Appellate Court Assistant provides procedural information, reviews court documents for accuracy and completeness, prepares vouchers and purchase orders, and may oversee the work of office clerical personnel.

ASSIGNMENT: This position is located in the Calendar area in the Clerk's Office. Appellate Court Assistants must be able to extract and interpret relevant information from court papers in order to process documents. Duties include but are not limited to: typing and drafting correspondence, responding to telephone and written inquiries from the general public, attorneys, and litigants; typing and proofreading briefs and other written materials; reviewing filings for compliance with Court rules; sorting and distributing mail; entering computer data; logging and storing exhibits; covering switchboard and photocopying. This position requires excellent communication and organizational skills with attention to detail. Familiarity with current office productivity software, including WordPerfect, is also preferred.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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) with a cover letter and resume to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: February 26, 2020 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 18, 2020

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