UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53401

POSITION TITLE: NYS COURT ATTENDANT, APPELLATE DIVISION **JG:** 18

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT

BASE SALARY: $49,777

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** Two (2) years of experience as a NYS Court Officer; **or** an equivalent combination of education and experience.

Candidates must be legally eligible and qualified to carry firearms.
New York State residency is required for appointment.
Candidates must be citizens of the United States.
Candidates must possess a valid New York State driver's license.

DISTINGUISHING FEATURES OF WORK:
Under the supervision of New York State Senior Court Attendants, Appellate Division, New York State Court Attendants, Appellate Division are responsible for maintaining order and decorum in courthouses, court buildings and grounds. They also perform various clerical, reception, messenger and other related duties. New York State Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms.

ASSIGNMENT:
This position will be assigned to courtrooms and court premises in the Robert Abrams Building for Law and Justice, Empire State Plaza, Albany, New York and in other court locations within the Third Department as directed by the Presiding Justice and Clerk of the Court.

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: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter by email to ad3clerksoffice@nycourts.gov or mail to:

ROBERT D. MAYBERGER
CLERK OF THE COURT
APPELLATE DIVISION, THIRD DEPARTMENT
PO BOX 7288 CAPITOL STATION
ALBANY, NY 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: FEBRUARY 19, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** MARCH 12, 2014

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.