



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40018

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**POSITION TITLE:** ASSISTANT CONSULTATION CLERK TO COURT OF APPEALS **JG: NS**  
**LOCATION:** COURT OF APPEALS  
**BASE SALARY:** Salary Determined Upon Qualifications and Experience of Successful Candidate  
**CLASSIFICATION:** EXEMPT-CONFIDENTIAL  
**QUALIFICATIONS:** Admission to the New York State Bar; and three (3) years of relevant legal experience.

**DISTINGUISHING FEATURES OF WORK:**

Under the direction of the Consultation Clerk, the Assistant Consultation Clerk attends confidential meetings called by the Judges of the Court of Appeals to discuss and decide cases presented to them. At these meetings, the Assistant Consultation Clerk records decisions, questions, arguments, and issues raised. An Assistant Consultation Clerk also performs a variety of administrative and other related functions for the Judges of the Court of Appeals.

**ASSIGNMENT:** 20 Eagle Street, Albany, New York 12207

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and application materials (including a statement of interest, a resume, and three references who may be contacted.) The application may include a brief writing sample, not edited by others, to:

Andrew W. Klein  
Chief Clerk and Legal Counsel to the Court  
NYS Court of Appeals  
20 Eagle Street  
Albany, New York 12207

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** November 20, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 11, 2013

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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.

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