



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53305

PROMOTIONAL OPPORTUNITY

POSITION TITLE: PRINCIPAL APPELLATE OFFICE TYPIST **JG: 13**

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
ALBANY, NY

BASE SALARY: \$ 37,534

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** One year in the Senior Appellate Office Assistant, Senior Appellate Office Typist, or Senior Appellate Office Stenographer title; **or** High school diploma or the equivalent and three (3) years of relevant clerical experience; **or** Associate's degree or completion of the equivalent course credit towards a Bachelor's degree from an accredited college or university; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Principal Appellate Office Typists work with substantial independence and are primarily responsible for supervising Senior Appellate Office Assistants and Typists who work in clerical units, such as file and docketing rooms and typing pools, in the Appellate Terms or Appellate Divisions of the Supreme Court. Principal Appellate Office Typists also perform a variety of clerical tasks, type materials for justices and court officials, and perform other related duties.

ASSIGNMENT: Duties include but are not limited to: assists in the calendaring and calling of cases in the courtroom and other courtroom tasks; compiles lists of cases ready for argument; provides information concerning the court calendar and appellate procedures; assists in the preparation of vouchers and purchase orders; maintains records of expenditures, posts expenditures by account codes, and performs other bookkeeping tasks; prepares office supply requisitions and maintains office supplies; types correspondence, reports, memoranda, calendars, lists, envelopes, decisions, opinions, and other written materials; accepts and assembles court papers and forms, reviews them for completeness, and processes; opens, sorts, and distributes incoming mail and seals, weighs, and stamps outgoing mail; answers telephones; photostats and collates printed materials.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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 ad3clerksoffice@nycourts.gov or mail to:

ROBERT D. MAYBERGER
CLERK OF THE COURT
NEW YORK STATE SUPREME COURT
APPELLATE DIVISION, THIRD DEPARTMENT
P.O. BOX 7288, CAPITOL STATION
ALBANY, NEW YORK 12224

POSTING DATE: November 7, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 29, 2013

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.
