



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54502

POSITION TITLE: APPELLATE LAW TYPIST **JG: 15**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$ 42,975

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year in the Principal Appellate Office Typist or Principal Appellate Office Stenographer title; **or** Two years in the Senior Appellate Office Typist or Senior Appellate Office Stenographer title; **or** High school diploma or the equivalent and three (3) years of relevant typing and clerical experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Appellate Law Typists work with substantial independence and are responsible for providing accurate and high speed legal typing and other related clerical services to justices, administrators, and legal personnel in the Appellate Divisions and Appellate Terms of the Supreme Court.

ASSIGNMENT:

Appellate Law Typists must have the ability to type finished material at the rate of sixty (60) words per minute. They must also have the ability to learn Appellate Court procedures, practices and legal terminology. Appellate Law Typists type correspondence, orders and other written materials, proofread typed materials for accuracy and identify and correct errors. They review mail, answer telephones, prepare responses to written inquiries, photocopy and file written materials. Appellate Law Typists also must be able to extract and interpret relevant information from court papers in order to process documents, prepare face sheets for new cases and enter computer data accurately. This position is located in the Criminal Motion area. Familiarity with criminal law is preferred. Familiarity with computers, including WordPerfect is required.

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. Special arrangements for the disabled may be made by contacting the Mary L. Jones at 585-530-3104 prior to the interview. 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 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 23, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 16, 2015

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