



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT** UCS-23
**STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS**

Announcement Number: 40009

POSITION TITLE: CLERICAL ASSISTANT, COURT OF APPEALS JG-13

**LOCATION: COURT OF APPEALS
20 Eagle Street, Albany, New York 12207**

BASE SALARY: \$37,534

CLASSIFICATION: EXEMPT

QUALIFICATIONS: High school diploma or the equivalent and three (3) years of clerical experience; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

Under the supervision of the Clerk and Deputy Clerk of the Court, and the Chief Legal Reference Attorney, a Clerical Assistant, Court of Appeals performs a variety of clerical duties.

ASSIGNMENT:

This position will be assigned to the Court of Appeals Library, updating looseleaf services and pocket parts; shelving books, preparing materials for binding, preparing computerized records relating to archived and deaccessioned materials, and scanning and manipulating documents in PDF.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or resume to:

Andrew W. Klein, Esq.
Court of Appeals
20 Eagle Street
Albany, NY 12207-1095

Applicants Are Encouraged to Complete the EEO Data Collection Form UCS-19X.

POSTING DATE: November 10, 2010

APPLICATIONS MUST BE RECEIVED BY: December 3, 2010

**The New York State Unified Court System Is an Equal Opportunity Employer.
Women, Minorities and Individuals with Disabilities Are Encouraged to Apply.**