



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52016

POSITION TITLE: ASSOCIATE APPELLATE COURT CLERK **JG: 23**

LOCATION: Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201

BASE SALARY: \$64,834 + \$3,697 Location Pay

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: One (1) year of service in the Senior Appellate Court Clerk title; **or** One year of permanent, competitive class service in the Senior Court Clerk title; **or** an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Associate Appellate Court Clerks perform clerical tasks and perform other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court. Associate Appellate Court Clerks review complex or unusual documents for legal-technical sufficiency, supervise Senior Appellate Court Clerks or other subordinate employees in one or more units of clerical employees engaged in court support operations such as intake, calendaring, or remittitur, and perform other related duties.

ASSIGNMENT: The successful candidate will be responsible for the coordination and distribution of the court's records and briefs from initial filing to final case resolution; ensuring the accurate reporting of all court sittings to appropriate agencies; overseeing the preparation and delivery of the court's records to an outside vendor for microfiling; managing all adjournments, recusals, and sealed cases; preparing statistical reports and remittiturs; responding to inquiries from various entities and individuals, including but not limited to County Clerk offices, courts, reporting agencies, judges and support staff. The individual must have the ability to maintain a complex filing system. Excellent supervisory, interpersonal and communication skills are required, as well as the ability to handle sensitive information in a confidential manner.

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 this 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.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Personnel Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 22, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 13, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
