



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52534

**PROMOTIONAL OPPORTUNITY****POSITION TITLE:** ASSOCIATE APPELLATE COURT CLERK **JG: 23****LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT**BASE SALARY:** \$ 67,452 + \$3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE / TEMPORARY**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** One 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 position of Associate Appellate Court Clerk within the Appellate Division, 2<sup>nd</sup> Department includes, but is not limited to, the following duties and responsibilities, to be performed in conjunction with and at the direction of the supervisor of the office: training, supervising and evaluating staff assigned to the Clerk's Office; directly assisting the general public in-person and via e-mail and telephone; intake of records and briefs and other court materials; data entry, including adding necessary updates; recording of filings including records, briefs, appendix, exhibits, correspondence, decisions, etc.; inspecting all court filings to insure adherence to the requirements of the court; collecting and reconciling all revenue; providing necessary revenue reports (daily, weekly and monthly summaries); making bank deposits; interacting with internal and external court agencies and all court personnel as well as troubleshooting issues and working closely with the Clerk's Office Supervisor, Clerk of the Court, Deputy Clerks and Chief of Staff. The successful applicant must possess an expert knowledge of Appellate Division Second Department rules and procedures, strong leadership qualities including exceptional customer service skills, managerial and supervisory experience, strong interpersonal and communication skills, and the ability to handle sensitive matters 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 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 a resume to:

Mary O'Donoghue, Human Resources Director  
Appellate Division, 2<sup>nd</sup> Judicial Department  
45 Monroe Place  
Brooklyn, New York 11201

**POSTING DATE:** October 22, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 16, 2015

**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.**