



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52537\_Extended

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**POSITION TITLE:** SENIOR APPELLATE LAW STENOGRAPHER JG: 21

**LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT  
1 Pierrepont Plaza  
Brooklyn, New York 11201

**BASE SALARY:** \$60,650 + \$3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** One year of service in the Appellate Law Stenographer title; **or** One year of permanent competitive class service in the Law Stenographer title; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Senior Appellate Law Stenographers are responsible for supervising Appellate Law Stenographers in a pool setting where they provide legal stenographic and typing services to groups of appellate law assistants, Associate Justices and administrative personnel located in an Appellate Division or an Appellate Term of the Supreme Court. Senior Appellate Law Stenographers also perform legal stenographic and typing tasks, coordinate incoming and outgoing assignments, maintain administrative and court records and perform related duties as assigned.

**ASSIGNMENT:**

The successful candidate will be responsible for training and supervising Appellate Law Stenographers and Appellate Law Typists assigned to a legal word processing pool by coordinating their assignments, reviewing their work output and evaluating their performance; data entry into CPIS database; typing legal documents; operating office machinery; acting as liaison with Justices, court attorneys and administrative personnel with regard to assignments; and proofreading typed material. This position is also responsible for general office duties. Proficiency in WordPerfect and knowledge of Excel is preferred.

**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:** 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

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**POSTING DATE:** November 30, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 25, 2016

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