

**EMPLOYMENT  
OPPORTUNITY**

---

**State of New York  
UNIFIED COURT SYSTEM  
THIRD JUDICIAL DEPARTMENT**

---

**Posting No. 53101**

---

**POSITION TITLE:** New York State Court Attendant, Appellate Division (JG-18)

**LOCATION:** Supreme Court Appellate Division  
Third Judicial Department  
Robert Abrams Building for Law and Justice  
Empire State Plaza  
Albany, NY

**BASE SALARY:** \$49,777

**CLASSIFICATION:** Non-Competitive

**QUALIFICATIONS:** Two (2) years of experience as a New York State Court Officer; or an equivalent combination of education and experience. Candidates must be legally eligible and qualified to carry firearms. New York State residency is required for appointment. Candidates must be citizens of the United States. Candidates must possess a valid New York State driver's license.

**DISTINGUISHING  
FEATURES OF WORK:** NYS Court Attendants, Appellate Division are responsible for maintaining order and decorum in courthouses, court buildings and grounds. They also perform various clerical, reception, messenger and other related duties. NYS Court Attendants, Appellate Division are peace officers, required to wear uniforms, and may be authorized to carry firearms.

**ASSIGNMENT:** NYS Court Attendants, Appellate Division work under the supervision of the Appellate Division's Chief of Security. These positions will be assigned to courtrooms and court premises in the Robert Abrams Building for Law and Justice, Empire State Plaza, Albany, and in other court locations within the Third Department as directed by the Presiding Justice and Clerk of the Court.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to these titles. They do not include all job duties performed by employees in these titles and every position does not necessarily require the same 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 these titles that may occur in this court or agency within the next six (6) months. Special arrangements for the disabled may be made by contacting this office at 518-471-4777 prior to the interview. Position(s) available at the present time 1.

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:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 4, 2011

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: January 25, 2011

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply.