

**PLEASE POST**

ANNOUNCEMENT NO. 53512

**PROMOTIONAL OPPORTUNITY**

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THE APPELLATE DIVISION, THIRD DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE COURT CLERK SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES.

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**POSITION TITLE:** APPELLATE COURT ASSISTANT JG: 16

**BASE SALARY:** \$46,301

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** a high school diploma or the equivalent and two (2) years of relevant clerical experience; **or** four(4) years of relevant clerical experience; **or** an equivalent combination of education and experience; **or** thirty (30) college level credits may be substituted for each year of work experience.

**DISTINGUISHING FEATURES OF WORK:**

Under the direct supervision of higher level court clerical personnel, Appellate Court Assistants perform basic court clerical tasks related to court proceedings in the Appellate Division or the Appellate Terms of the Supreme Court. An Appellate Court Assistant provides procedural information, reviews court documents for accuracy and completeness, prepares vouchers and purchase orders, and may oversee the work of the office clerical personnel.

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**POSITION TITLE:** APPELLATE COURT CLERK JG: 18

**BASE SALARY:** \$51,783

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** Two years of service in any title in the Unified Court System.

**DISTINGUISHING FEATURES OF WORK:**

Under supervision of higher level court clerical personnel, Appellate Court Clerks perform court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. Appellate Court Clerks supervise Appellate Court Assistants and lower level office clerical personnel assigned to clerical units and perform a variety of complex clerical and administrative processing tasks such as assembling court papers, reviewing them for accuracy and completeness, developing court calendars, reviewing budget expenditures against appropriated amounts and performing related duties as assigned.

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**POSITION TITLE:** SENIOR APPELLATE COURT CLERK JG: 21

**BASE SALARY:** \$60,650

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** Two years of service in any title in the Unified Court System.

**DISTINGUISHING FEATURES OF WORK:**

Under the supervision of Associate or Principal Appellate Court Clerks, a Senior Appellate Court Clerk performs a variety of court clerical and administrative tasks related to court proceedings in the Appellate Terms or the Appellate Divisions of the Supreme Court. Senior Appellate Court Clerks serve as part clerks, review orders, forms, and other court papers for accuracy and completeness, supervise courtroom security and Appellate Court Clerks and other personnel performing administrative and processing tasks, resolve unusual calendaring and other such problems, prepare written responses to procedural inquiries, and perform other related duties.

**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE

**ASSIGNMENT:**

The duties include but are not limited to: reviewing and processing motions; handing down motion decisions and orders; assisting in the calendaring of cases; interacting with members of the Court and Court staff; provide information concerning the court calendar and appellate procedures; accepts and assembles court papers and forms, reviews them for completeness, and processes them; word processing; data entry; reviewing and processing vouchers; answers the telephone and responds to telephone inquiries from the public; reviewing and processing correspondence; proofreading; copying; and any other duties that may be assigned. This position will be located in the Court's central staff in the Robert Abrams Building for Law and Justice.

**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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**APPLICATION PROCEDURES:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to send a cover letter, resume and references by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

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

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**POSTING DATE:** December 18, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 12, 2016

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