



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54207

The Appellate Division, Fourth Department is currently recruiting for one (1) position in the Appellate Court Clerk series. The position to be filled will depend on the qualifications and experience of the applicant selected.

POSITION TITLE: ASSOCIATE APPELLATE COURT CLERK JG-23

LOCATION: Appellate Division, 4th Judicial Department
50 East Avenue
Rochester, New York

BASE SALARY: \$64,834

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: 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.

POSITION TITLE: SENIOR APPELLATE COURT CLERK JG: 21

LOCATION: Appellate Division, 4th Judicial Department
50 East Avenue
Rochester, New York

BASE SALARY: \$58,298

CLASSIFICATION: Non-Competitive

QUALIFICATIONS: Two years of service in any title in the Unified Court System; or a Bachelor's degree from an accredited college or university; or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under 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.

ASSIGNMENT: This position will support the Clerk and Deputy Clerk of the Court in the administration of the Clerk's Office. Duties include reviewing and preparing necessary documents for the admission of attorneys to the practice of law, the scheduling and disposition of attorney disciplinary proceedings, and the management of Continuing Legal Education programs. This position requires excellent communication and organizational skills.

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. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. 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) and a resume to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 335
Rochester, NY 14604

POSTING DATE: AUGUST 22, 2012

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: SEPTEMBER 12, 2012

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