



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40093

POSITION TITLE: LAW REPORTING AIDE **JG: 14**

LOCATION: COURT OF APPEALS
LAW REPORTING BUREAU
Centennial Hall, 17 Lodge Street, Albany, New York

BASE SALARY: \$45,685

CLASSIFICATION: Exempt

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of clerical experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under direct supervision, Law Reporting Aides work in the Law Reporting Bureau and assist with providing a variety of complex keyboarding, clerical, and other related services in connection with the preparation of case decisions for inclusion in the Official New York State Reports. Law Reporting Aides may assist with administrative tasks, serve as leader of a proofreading team, and perform other related duties.

ASSIGNMENT: This position will be assigned to the Law Reporting Bureau. Duties include but are not limited to: processing decisions for publication on website; typing correspondence, reports, lists, memoranda and other legal documents; proofreading typed materials for accuracy and grammar; indexing and filing memoranda and opinions; assisting in the review of opinions and memoranda for proper form; answering telephone inquiries from lawyers and public and contacting courts to obtain additional information to complete case records; maintaining office records to monitor status of opinions and preparing material for electronic transmission.

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) and a cover letter, resume, and references by email to LRBApplications@nycourts.gov or mail to:

Cara J. Brousseau, State Reporter
NYS Law Reporting Bureau
17 Lodge Street
Centennial Hall
Albany, New York 12207

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: December 13, 2021 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 10, 2022

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.
