



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40102

THE COURT OF APPEALS IS RECRUITING FOR ONE (1) POSITION IN THE STENOGRAPHER, COURT OF APPEALS SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: PRINCIPAL STENOGRAPHER, COURT OF APPEALS JG - 19

BASE SALARY: \$60,339

QUALIFICATIONS: One year of service in the Senior Stenographer, Court of Appeals title; **or** Satisfactory completion of a certified business, commercial or paralegal course beyond the high school level and three (3) years of legal secretarial experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

A Principal Stenographer, Court of Appeals provides personal and confidential specialized legal secretarial services and administrative assistance, and performs other complex tasks and related duties for the executive staff of the Court of Appeals, including the Deputy and Assistant Deputy Clerk, Consultation Clerk, Chief Motion Clerk and Chief Law Assistant.

POSITION TITLE: SENIOR STENOGRAPHER, COURT OF APPEALS JG - 17

BASE SALARY: \$51,940

QUALIFICATIONS: One year of service in the Stenographer, Court of Appeals title; **or** Satisfactory completion of a certified business, commercial or paralegal course beyond the high school level and two (2) years of legal secretarial experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:

A Senior Stenographer, Court of Appeals provides confidential and specialized legal secretarial services and administrative assistance, and performs other complex tasks and related duties for the legal or nonjudicial staff of the Court of Appeals, including those in the Clerk's Office, Central Legal Research Staff, Office of Management and Operations..

LOCATION: COURT OF APPEALS
20 Eagle Street, Albany, New York, 12207

CLASSIFICATION: EXEMPT/CONFIDENTIAL

ASSIGNMENT: Under the supervision of the Clerk and Deputy Clerk, this position provides secretarial and administrative support, and provides other related duties for administrative officials and other personnel in the Court of Appeals.

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.

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 and cover letter by email to COAHR@nycourts.gov or by mail to:

Lisa LeCours
Clerk of the Court
NYS Court of Appeals
20 Eagle Street
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: June 3, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 1, 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.
