



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 40129

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**POSITION TITLE:** CLERK OF THE COURT OF APPEALS **JG: NS**

**LOCATION:** COURT OF APPEALS  
20 Eagle Street, Albany, NY 12207

**BASE SALARY:** \$207,767 - \$211,524

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and ten (10) years of relevant legal experience.

**DISTINGUISHING FEATURES OF WORK:** The Clerk of the Court is the highest ranking non-judicial employee in the Court of Appeals. The Clerk of the Court of Appeals is responsible for assisting the Chief Judge and the Associate Judges in formulating policies and procedures, managing administrative activities, and supervising non-judicial personnel in the Court of Appeals and its subordinate agencies, e.g., Law Reporting Bureau, and Board of Law Examiners. The Clerk of the Court of Appeals also provides assistance to judges on specific legal and procedural questions, and performs other related duties.

**ASSIGNMENT:** As Executive Officer and Counsel to New York State's highest court, this position manages the non-judicial staff of the Court of Appeals. Duties include, but are not limited to: developing recommendations concerning policy, administrative structure, programs, and procedures; reviewing court records of cases on appeal before the court; reviewing or preparing and signing court orders; providing assistance on difficult procedural matters; responding to correspondence and oral inquiries from judges, lawyers, and the general public concerning Court of Appeals practices and procedures; attending decision conferences; and recommending annual budget needs for the Court. This position requires maintaining strict confidentiality in performance of daily responsibilities.

Candidates should have a proven track record of leadership in the legal profession, demonstrated success working with and leading management teams, strong verbal and written communication skills, and excellent interpersonal skills.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [execjobs@nycourts.gov](mailto:execjobs@nycourts.gov) or by mail to:

JUSTIN BARRY  
EXECUTIVE DIRECTOR  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET  
NEW YORK, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** August 2, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 16, 2024

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