UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52343

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

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT
Appellate Term
141 Livingston Street, Brooklyn, NY 11201

BASE SALARY: $ 61,249 + LOCATION PAY $4,635

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: Two years of service in any title in the Unified Court System; **or** An equivalent combination of education and experience.

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.

ASSIGNMENT: The successful applicant will be assigned to the Appellate Term Clerk's Office. The duties shall include, but are not limited to, assisting self-represented litigants with preparation of and processing motions and emergency applications, reviewing records on appeal and motion papers for accuracy and completeness, assisting in the various facets of processing motion orders and appeal decision and orders, answering telephone inquiries from court users, data entry of motion and appeal information into the court's case management system, preparation, publication and dissemination of the court's appeals calendars, and compiling statistical reports summarizing data related to court proceedings. Excellent interpersonal and communication skills, particularly in dealing with the public and other court users is paramount. Advanced computer skills a must. The successful candidate must also have the ability to handle sensitive matters in a confidential manner.

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 by email to AD2-Postings@nycourts.gov with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Human Resources Department

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: June 2, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 30, 2023

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.