



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52421

POSITION TITLE: SENIOR APPELLATE COURT CLERK JG: 21

LOCATION: Appellate Division, Second Judicial Department
Attorneys for Children
335 Adams Street Brooklyn, NY 11201

BASE SALARY: \$ 73,897 + \$4,775 Location Pay

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 the 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: The successful candidate will assist the Director of the Attorneys for Children (AFC) Office in the administration of a panel of approximately 500 attorneys who represent children in the Family, Supreme, and Surrogate's Court within the ten counties of the Second Department. Duties will include, but are not limited to, processing of approximately 25,000 attorney for the child vouchers annually, processing intake and guardian ad litem vouchers in the Statewide Financial System (SFS) system; assisting panel members in navigating the Statewide Financial System and the Attorney for the Child Voucher System which includes utilizing BomGar; processing of assigned counsel appellate vouchers; reviewing statistics and preparing workload budget reports; ensuring compliance with the Division of Financial Management (DFM) fiscal year-end protocol and procedures; attending workgroup meetings; conducting research; drafting memos and correspondence; and participating in special projects. Knowledge of Excel, SFS, Foxit, Adobe Pro, WordPerfect, Microsoft Word, and Microsoft Access is preferred.

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 cover letter and 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: April 24, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 22, 2024

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.
