



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52422

THE APPELLATE DIVISION, SECOND DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE COURT CLERK SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES.

POSITION TITLE: APPELLATE COURT ASSISTANT JG: 16

BASE SALARY: \$ 56,411 + \$4,775 Location Pay

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of relevant clerical experience; or Four (4) years of relevant clerical experience; or An equivalent combination of education and experience. or Thirty (30) college level credits may be substituted for each year of work experience.

DISTINGUISHING FEATURES OF WORK: Under the direct supervision of higher level court clerical personnel, Appellate Court Assistants perform basic court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. An Appellate Court Assistant provides procedural information, reviews court documents for accuracy and completeness, prepares vouchers and purchase orders, and may oversee the work of office clerical personnel.

POSITION TITLE: APPELLATE COURT CLERK JG: 18

BASE SALARY: \$ 63,083 + \$4,775 Location Pay

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.

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

CLASSIFICATION: NON-COMPETITIVE

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, assist in the coordination of continuing education programs for attorneys and social workers and distribute certificates; prepare BMR packets and honorariums; assist with processing vouchers in the AFC and SFS voucher systems and in processing appellate vouchers; assist the Director in drafting correspondence, memos, minutes, and managing appointments for meetings and appointment calendar. 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: May 3, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 31, 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.
