

**PLEASE POST**

ANNOUNCEMENT NO. 53210

PROMOTIONAL OPPORTUNITY

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

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
OFFICE OF ATTORNEY ADMISSIONS
ALBANY, NY

BASE SALARY: \$57,166

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: This position will be assigned to the Court's Office of Attorney Admissions and will involve a variety of clerical and administrative tasks; duties will include reviewing and processing applications for admission to the New York State Bar from a national and international applicant pool; interacting with the public in person, in writing, by telephone and electronically; interacting with members of the Court and Court staff; preparing court orders and correspondence; filing; assisting the members of the Court's Committee on Character and Fitness in discharging their duties; coordinating and monitoring admissions office workflow under the supervision of the Admissions Office Attorney; scheduling office workflow under the supervision of the Director of Attorney Admissions; maintaining statistics; and performing other related duties as assigned by the Director of Attorney Admissions and the Clerk of the Court. Job duties will generally entail the use of Microsoft Word, Access, Excel and Foxit PDF Editor.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

APPLICATION PROCEDURES: NYS Unified Court System employees meeting the minimum qualifications must 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, resume and references by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

POSTING DATE: June 27, 2022**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 25, 2022

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