



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53211

POSITION TITLE: PRINCIPAL APPELLATE OFFICE TYPIST **JG: 13**

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
OFFICE OF ATTORNEY ADMISSIONS
ALBANY, NY

BASE SALARY: \$43,114

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: High school diploma or the equivalent and one (1) year in the Senior Appellate Office Assistant, Senior Appellate Office Typist, or Senior Appellate Office Stenographer title; **or** High school diploma or the equivalent and three (3) years of clerical experience; **or** Associate's degree or completion of the equivalent course credit towards a Bachelor's degree from an accredited college or university; **or** An equivalent combination of education or experience.

DISTINGUISHING FEATURES OF WORK: Principal Appellate Office Typists work with substantial independence and are primarily responsible for supervising Senior Appellate Office Assistants and Typists who work in clerical units, such as file and docketing rooms and typing pools, in the Appellate Terms or Appellate Divisions of the Supreme Court. Principal Appellate Office Typists also perform a variety of clerical tasks, type materials for justices and court officials, and perform other related duties.

ASSIGNMENT: This position will be assigned to the Court's Office of Attorney Admissions. Duties include but are not limited to: performing a variety of clerical and administrative tasks incidental to 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; interfacing with members of the Court and Court staff; assisting the members of the Court's Committees on Character and Fitness in discharging their duties; 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 518-471-4730 prior to the interview.

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, 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

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: June 27, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 25, 2022

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.