



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52601

POSITION TITLE: SENIOR APPELLATE COURT CLERK **JG: 21**

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL DEPARTMENT

BASE SALARY: \$60,650 + \$3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE / TEMPORARY

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 individual selected will be assigned to the General Clerks Office and be responsible for serving patrons at the counter; reviewing court papers for compliance with court rules; providing accurate information concerning court procedures and practices; answering telephone inquiries from the general public, lawyers and litigants; preparing certificates of good standing; processing attorney name change requests; entering data in the court's case management system; and collecting fees and recording revenue. Applicants should possess strong word processing and general computer skills, as well as good interpersonal and communication abilities. Must be able 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 to:

APPELLATE DIVISION, 2ND DEPARTMENT
45 MONROE PLACE
BROOKLYN, NEW YORK 11201
ATTENTION: MARY O'DONOGHUE, HUMAN RESOURCES DIRECTOR

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 7, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 29, 2016

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.
