



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54814

POSITION TITLE: ASSOCIATE APPELLATE COURT CLERK **JG: 23**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$71,586

CLASSIFICATION: NON-COMPETITIVE

QUALIFICATIONS: One year of service in the Senior Appellate Court Clerk title; or One year of permanent, competitive class service in the Senior Court Clerk title; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Associate Appellate Court Clerks perform clerical tasks and perform other related duties in the Appellate Terms and Appellate Divisions of the Supreme Court. Associate Appellate Court Clerks review complex or unusual documents for legal-technical sufficiency, supervise Senior Appellate Court Clerks or other subordinate employees in one or more units of clerical employees engaged in court support operations such as intake, calendaring, or remittitur, and perform other related duties.

ASSIGNMENT: This position will support the Presiding Justice, Clerk of the Court, Deputy Clerk of the Court and Principal Appellate Court Attorney assigned to attorney disciplinary matters in the administration of the Clerk's Office. Duties include scheduling and disposition of attorney disciplinary proceedings, reviewing and preparing necessary documents for the admission of attorneys to the practice of law and the management of Continuing Legal Education. This position requires excellent communication and organizational skills.

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) with a cover letter and a resume to:

Coleen M. Baldino, Human Resources
Appellate Division, Fourth Department
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 27, 2018

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 18, 2018

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.
