



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 53316

The Appellate Division, Third Department is recruiting for 1 position(s). The position filled will be in either of the following titles and the titles utilized will depend, in part, on the qualifications of the applicant selected. Applicants should specify the position title or titles for which they wish to be considered.

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

**BASE SALARY:** \$71,748

**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 Divisions or the Appellate Terms 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 inquires, and perform other related duties.

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

**BASE SALARY:** \$61,249

**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 the 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.

**POSITION TITLE:** APPELLATE LAW TYPIST **JG: 15**

**BASE SALARY:** \$51,856

**QUALIFICATIONS:** One year in the Principal Appellate Office Typist or Principal Appellate Office Stenographer title; **or** Two years in the Senior Appellate Office Typist or Senior Appellate Office Stenographer title; **or** High school diploma or the equivalent and three (3) years of relevant typing and clerical experience; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Appellate Law Typists work with substantial independence and are responsible for providing accurate and high speed legal typing and other related clerical services to justices, administrators, and legal personnel in the Appellate Divisions and Appellate Terms of the Supreme Court.

**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
DECISION DEPARTMENT  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE

**ASSIGNMENT:** The duties of the positions will provide clerical support for the Decision Department and the Justices of the Court. The duties will include, but are not limited to, tracking decisions, distribution of court calendars, brief and records management and database entry. The positions also include word processing, proofreading, copying, collating and other related functions associated with the preparation and handing down of the Court's weekly decisions, together with any other duties as assigned by the Consultation Clerk, Deputy Clerk or the Clerk of the Court.

**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. Accommodations for people with disabilities may be arranged 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume, cover letter and references by email to [AD3-Employment@nycourts.gov](mailto: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 EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** July 26, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 23, 2023

**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.**