



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40164

POSITION TITLE: CLERICAL ASSISTANT, COURT OF APPEALS JG: 13

LOCATION: NEW YORK STATE COURT OF APPEALS
ALBANY, NY

BASE SALARY: \$ 48,995

CLASSIFICATION: EXEMPT

QUALIFICATIONS: High school diploma **or** the equivalent and three (3) years of clerical experience; **or** An equivalent combination of education and experience.
Ability to lift and carry objects which weigh up to fifty (50) pounds. Possession of a valid New York State driver's license.

DISTINGUISHING FEATURES OF WORK: Under supervision of the Clerk and Deputy Clerk, a Clerical Assistant performs confidential office clerical and messenger duties in the Court of Appeals. A clerical Assistant also performs other related duties.

ASSIGNMENT: The typical duties of this position include sorting and distributing mail, preparing files, acting as a court attendant, delivering documents, operating a motor vehicle, and other related duties as assigned.

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 cover letter and resume by email to COAHR@nycourts.gov or mail to:

Heather Davis, Esq.
Clerk, Court of Appeals
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: May 4, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 1, 2026

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