



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51610

THE APPELLATE DIVISION, FIRST DEPARTMENT IS RECRUITING FOR TWO (2) POSITIONS IN THE COURT CLERK SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

POSITION TITLE: APPELLATE COURT ASSISTANT **JG: 16**

BASE SALARY: \$58,100 + \$4,920 LOCATION PAY

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of relevant clerical experience; **or** Four (4) years of relevant clerical experience; **or** An equivalent combination of education and experience. **or** Thirty (30) college level credits may be substituted for each year of work experience.

DISTINGUISHING FEATURES OF WORK: Under the direct supervision of higher level court clerical personnel, Appellate Court Assistants perform basic court clerical tasks related to court proceedings in the Appellate Divisions or the Appellate Terms of the Supreme Court. An Appellate Court Assistant provides procedural information, reviews court documents for accuracy and completeness, prepares vouchers and purchase orders, and may oversee the work of office clerical personnel.

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

BASE SALARY: \$64,971 + \$4,920 LOCATION PAY

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

BASE SALARY: \$76,112 + \$4,920 LOCATION PAY

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.

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

BASE SALARY: \$84,659 + \$4,920 LOCATION PAY

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.

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT
NEW YORK, NY

CLASSIFICATION: NON-COMPETITIVE

ASSIGNMENT: This position will be assigned to the Appellate Division First Department. Duties include, but are not limited to, intake of appeals, motions, applications and petitions; review of documents for accuracy, completeness, and compliance with court rules; prepare and issue certified court documents; answer procedural inquiries from attorneys and litigants; and coordinate matters among the various departments in the courthouse.

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: 2.

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 ad1humanresources@nycourts.gov or mail to :

Kerry Bookstaver
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

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

POSTING DATE: May 27, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 24, 2026

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.
