



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53611

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

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

**BASE SALARY:** \$55,009

**CLASSIFICATION:** NON-COMPETITIVE

**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.

**ASSIGNMENT:** The duties of this position 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, records management and database entry. The position also includes 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 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.

**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 cover letter, resume, 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:** May 21, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 18, 2026

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