



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40170

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**POSITION TITLE:** CUSTODIAL AIDE, COURT OF APPEALS **JG: 12**

**LOCATION:** COURT OF APPEALS  
20 Eagle Street, Albany, NY 12207

**HOURS:** Monday to Friday - Night Shift (Midnight to 8am)

**BASE SALARY:** \$46,629

**CLASSIFICATION:** EXEMPT

**QUALIFICATIONS:** High school diploma or the equivalent; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Under the direct supervision of the Building Manager and Deputy Building Superintendent, Custodial Aides work at the Court of Appeals and Centennial Hall where they are responsible for performing routine custodial, grounds keeping, and building maintenance tasks. They assist with keeping the buildings in a clean and orderly condition, performing waste removal, and moving furniture and equipment. They also perform other related duties.

**ASSIGNMENT:** This position will be assigned custodial and janitorial tasks in the Court of Appeals Hall and Centennial Hall where the successful candidate will assist with keeping the buildings in a clean and orderly condition. Typical duties include but are not limited to: performing routine housekeeping in courtrooms, Judges' chambers, and other courthouse areas; performing routine maintenance; moving furniture and equipment and performing waste removal from courtrooms, Judges' chambers, and other courthouse areas.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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)) a resume, and cover letter by email to [COAHR@nycourts.gov](mailto:COAHR@nycourts.gov) or by mail to:

Heather Davis, Esq.  
Clerk of the Court  
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:** June 3, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 1, 2026

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