



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54615

POSITION TITLE: LAW LIBRARY CLERK

JG: 14

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$51,923

CLASSIFICATION: COMPETITIVE – PROVISIONAL*

QUALIFICATIONS: High school diploma or the equivalent and two (2) years of clerical experience in a library. **As part of the interview process, all applicants will be required to pass an assessment test.**

***Section 25.20 (a) Rules of the Chief Judge provides that an appointment may be made on a provisional/temporary basis provided there are no eligibles available for appointment from the existing eligible list. To be appointed on a permanent basis, you must take the civil service examination and be among the top three acceptors.**

DISTINGUISHING FEATURES OF WORK: Law Library Clerks perform a variety of clerical duties in a law library which may also include the lead responsibility of a library with limited scope or subject specialization that serves five (5) or more full-time (or the equivalent) judges, law clerks, and court attorneys. Law Library Clerks also perform other related duties.

ASSIGNMENT: These positions will be assigned to the Rochester Law Library. Duties include but are not limited to: providing assistance to library users regarding legal information resources; conducting searches for legal information and locating cases; assisting supervisors in implementing library programs, legal research programs and local court initiatives; maintaining library collections and judicial chambers collections; shelving/filing and retrieving books, looseleaf supplements, and other materials; instructing library patrons in the use of legal reference sources, online databases, and library equipment; performing a variety of tasks using library systems and performing data entry tasks.

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 <http://www.nycourts.gov/careers/UCS5.pdf>), cover letter, and resume by email to: Cherri A. Todisco at ctodisco@nycourts.gov or by mail to:

CHERRI A. TODISCO
HUMAN RESOURCES
APPELLATE DIVISION, FOURTH DEPARTMENT
M DOLORES COURTHOUSE, 50 EAST AVENUE, SUITE 200
ROCHESTER, NY 14604

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

POSTING DATE: July 14, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 11, 2026

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