



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 51602

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**POSITION TITLE:** APPELLATE MESSENGER **JG: 12**

**POSITION LOCATIONS:** APPELLATE DIVISION, FIRST DEPARTMENT

**BASE SALARY:** \$ 37,603 + \$ 3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE

**QUALIFICATIONS:** Successful completion of the eight grade or equivalent; **and** Possession of a valid New York State Drivers License.

**DISTINGUISHING FEATURES OF WORK:**

Under supervision, Appellate Messengers work in the Appellate Divisions of the Supreme Court and are responsible for transporting documents to courthouses, administrative offices, Justices' chambers, and other locations. Appellate Messengers also perform clerical and other related duties.

**ASSIGNMENT:**

This position is assigned to the Appellate Division, First Department, located at 27 Madison Avenue.

**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 resume to:

Susanna Molina Rojas  
Clerk of the Court  
Appellate Division, First Judicial Department  
27 Madison Avenue  
New York, NY 10010

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** June 22, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 14, 2016

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