

PLEASE POST



Appellate Division, Fourth Department

Employment Announcement

ANNOUNCEMENT NUMBER 54911

TITLE OF POSITION: Law Library Clerk - Part Time

LOCATION: Appellate Division Fourth Department, Law Library
50 East Ave., Suite 100, Rochester, NY 14604

BASE SALARY: \$13.00/per hour/3 hours per week (without benefits)

CLASSIFICATION: NON-COMPETITIVE-TEMPORARY

QUALIFICATIONS: High school diploma or the equivalent, and two (2) years of clerical experience in a library. Preference will be given to individuals with experience with the library's automated circulation system. While these are minimum qualifications, consideration may be given to education or experience directly related to the assignment.

DISTINGUISHING FEATURES OF THE JOB:

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: The primary duty is to staff the circulation desk for a 5:00 PM -8:00 PM Thursday evening shift. As part of those duties the candidate will check out books to patrons, collect overdue fines, shelve books, loose leaf filing and trouble shoot photocopiers, computers and printers.

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 positions may be 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 three (3) months. Special arrangements for the disabled may be made by contacting the Appellate Division, 4th Dept., Human Resources Unit at (585) 530-3104 prior to the interview. Position(s) available at the present time: one (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 the web <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

BETSY VIPPERMAN
APPELLATE DIVISION LAW LIBRARY
50 EAST AVE., SUITE 100
ROCHESTER, NY 14604

Applicants are encouraged to complete the EEO Data Collection form UCS-19X.

POSTING DATE:
November 4, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:
November 30, 2009

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.
WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.