



## EMPLOYEE REQUEST FOR RECLASSIFICATION

Complete all sections on both pages. Be sure to sign and date the form on page 2. Email signed form to:  
[classunit@nycourts.gov](mailto:classunit@nycourts.gov)

\_\_\_\_\_  
Last Name

\_\_\_\_\_  
First Name

\_\_\_\_\_  
M.I.

\_\_\_\_\_  
District/Court or Agency

\_\_\_\_\_  
Supervisor's Name

\_\_\_\_\_  
Work Address

\_\_\_\_\_  
Part, Unit, Office

\_\_\_\_\_  
Current Title

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Requested Title

\_\_\_\_\_  
Grade

**Description of Duties:** Provide sufficient detail to give a complete description of your job. Be sure to list:

- **WHAT** duties you perform (e.g., examining court documents such as motions, orders, petitions, applications, etc.).
- **HOW** the duties are performed (e.g., who you communicate with, what systems are used).
- **FOR WHAT PURPOSE** are the duties performed (e.g., to ensure accuracy, completeness, and legal sufficiency in accordance with applicable rules and statutes).
- **PERCENTAGE** of time devoted to each duty. The total percentage must equal 100%.

Attach additional sheets if necessary.

What	How	Purpose	Percent

What	How	Purpose	Percent

TOTAL (must equal 100%): 0

If you supervise employees, indicate their name(s) and title(s):

Name

Title of Position

_____	_____	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
_____	_____	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
_____	_____	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
_____	_____	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect
_____	_____	<input type="checkbox"/> Direct <input type="checkbox"/> Indirect

Explain why the title requested is more appropriate than your current title:

Pursuant to the Rules of the Chief Judge, where there is an eligible list for the position, Section 25.20(a)(1) requires appointments to be made from the eligible list.

I affirm that the information supplied in this request is correct and complete to the best of my knowledge.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date