



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53806

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**POSITION TITLE:** APPELLATE COURT ATTORNEY JG: 26

**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
ADMISSIONS OFFICE, ALBANY, NY

**BASE SALARY:** \$84,122

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar

**DISTINGUISHING FEATURES OF WORK:**

Appellate Court Attorneys research and analyze legal issues and questions for the court and perform other related duties. They serve in a confidential capacity and work under supervision in units located in the Appellate Divisions and the Appellate Terms of the Supreme Court.

**ASSIGNMENT:**

The attorney hired for this position will assist the Director of the Third Department's Attorney Admissions Office in the administration and processing of various applications related to the practice of law in New York, including character and fitness applications, applications for the appointment of law interns, in-house counsel registration and licensing as a legal consultant. He or she will review applicant qualifications, prepare memoranda for consideration by the Court and the Court's Character and Fitness Committees, communicate regularly with both entities and respond daily to applicant inquiries. The attorney may also report to, and receive direction from, the Clerk of the Court or his designee.

**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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**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>) and a resume, cover letter and references by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

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

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**POSTING DATE:** July 2, 2018

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 30, 2018

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