



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53814

POSITION TITLE: PRINCIPAL APPELLATE COURT ATTORNEY **JG: 31**

BASE SALARY: \$109,970

QUALIFICATIONS: Admission to the New York State bar and three (3) years of service in the Senior Appellate Court Attorney title; **or** Equivalent legal experience

DISTINGUISHING FEATURES OF WORK: Principal Appellate Court Attorneys serve in a confidential capacity and are primarily responsible for assisting Chief Appellate Court Attorneys in the Appellate Division and Appellate Terms with the supervision and administration of their legal departments. Principal Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties

POSITION TITLE: SENIOR APPELLATE COURT ATTORNEY **JG: 28**

BASE SALARY: \$93,733

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Appellate Court Attorney title; **or** equivalent legal experience

DISTINGUISHING FEATURES OF WORK: Senior Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties. They serve in a confidential capacity and work under substantial independence from supervision in units located in the Appellate Divisions and Appellate Terms of the Supreme Court..

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

BASE SALARY: \$84,122

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.

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
MOTION DEPARTMENT

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: Attorneys assigned to the Motion Department review motions, applications and orders to show cause filed with the Court, research and analyze legal issues and prepare confidential memoranda and proposed decisions. They also correspond with attorneys and pro se litigants appearing before the Court and perform administrative functions related to the Court's Assigned Appellate Counsel Panel and the Court Examiner Program, together with any other duties as assigned by the Chief Motion Clerk or the Clerk of the Court.

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 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.

POSTING DATE: September 26, 2018 **APPLICATION MUST BE POSTMARKED OR RECEIVED BY:** October 17, 2018

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