



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 51304

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**THE APPELLATE DIVISION, FIRST DEPARTMENT IS CURRENTLY RECRUITING FOR ONE (1) POSITION IN THE ATTORNEY SERIES. THE POSITION TO BE FILLED WILL DEPEND ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.**

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**POSITION TITLE:** SENIOR ATTORNEY JG - 26

**BASE SALARY:** \$76,195 + \$ 3,697 LOCATION PAY

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

**DISTINGUISHING FEATURES OF WORK**

With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

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**POSITION TITLE:** ATTORNEY JG - 23

**BASE SALARY:** \$64,834 + \$ 3,697 LOCATION PAY

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

**DISTINGUISHING FEATURES OF WORK:**

Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

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**POSITION TITLE:** ASSISTANT ATTORNEY JG - 21

**BASE SALARY:** \$58,298 + \$ 3,697 LOCATION PAY

**QUALIFICATIONS:** Graduation from an accredited law school and admission to the New York State Bar within 18 months of appointment.

**DISTINGUISHING FEATURES OF WORK:**

Assistant Attorneys serve in a confidential capacity and work under direct supervision and receive on-the-job instruction in legal research and in preparing cases for administrative tribunals and litigation in the courts, and in performing other related duties. Assistant Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

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**LOCATION:** MENTAL HYGIENE LEGAL SERVICES, 1<sup>ST</sup> DEPARTMENT

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** 41 MADISON AVENUE, NEW YORK, NY

**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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

SUSANNA MOLINA ROJAS  
CLERK OF THE COURT  
APPELLATE DIVISION, FIRST 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 6, 2013      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 27, 2013

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

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