



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 51307

PROMOTIONAL OPPORTUNITY

POSITION TITLE: ASSISTANT DEPUTY CHIEF APPELLATE COURT ATTORNEY **JG: 32**

LOCATION: APPELLATE TERM, 1ST DEPARTMENT

BASE SALARY: \$ 105,165 + \$ 3,697 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** Admission to the New York State Bar and One year of service in the Principal Appellate Court Attorney title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

Assistant Deputy Chief Appellate Court Attorneys serve in a confidential capacity and are responsible for assisting in administering the operations of Appellate Division Law Departments. Assistant Deputy Chief Appellate Court Attorneys are assigned to assist in supervision of appellate court attorney personnel. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction and also perform other related duties.

ASSIGNMENT:

This position is assigned to the Appellate Term, 1st Department, located at 60 Centre Street. Duties include but are not limited to assigning legal research and evaluating completed work; assisting in the administration and development of policies and procedures; researching and analyzing complex legal issues and questions; preparing reports and confidential memoranda; and conferring with attorneys on unusual or complex proceedings.

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: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

SUSANNA MOLINA ROJAS
CLERK OF THE COURT
APPELLATE DIVISION, FIRST DEPARTMENT
27 MADISON AVENUE
NEW YORK, NY 10010

POSTING DATE: October 7, 2013

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 22, 2013

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