



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51404

THE APPELLATE DIVISION, FIRST JUDICIAL DEPARTMENT IS RECRUITING FOR TWO (2) POSITIONS IN THE ATTORNEY SERIES. THE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES.

POSITION TITLE: PRINCIPAL ATTORNEY JG - 31

BASE SALARY: \$101,593 + \$3,697 Location Pay

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

DISTINGUISHING FEATURES OF WORK

Principal Attorneys serve in a confidential capacity in the Mental Hygiene Legal Services, attorney disciplinary committees, departmental law-guardian offices, or other such units where they research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform related duties. Principal Attorneys may also assist in selecting and training new staff, developing and implementing policies and procedures and in handling day-to-day administrative matters. They may also work with advisory committees, assist with planning and executing educational programs, assist with resolving administrative problems, and serve as director of a departmental law guardian office.

POSITION TITLE: ASSOCIATE ATTORNEY JG - 28

BASE SALARY: \$86,594 + \$3,697 Location Pay

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

DISTINGUISHING FEATURES OF WORK

Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate 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.

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT
DEPARTMENTAL DISCIPLINARY COMMITTEE

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: 61 BROADWAY
NEW YORK, NEW YORK 10006

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: 2.

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 www.nycourts.gov/careers/UCS5.pdf) and a cover letter and resume to:

Susanna Molina Rojas
Clerk of the Court
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 16, 2014

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 7, 2014

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.
