



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52509

**PROMOTIONAL OPPORTUNITY**

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THE ATTORNEY DISCIPLINE DEPARTMENT OF THE APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE APPELLATE COURT ATTORNEY SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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

**BASE SALARY:** \$77,718 + \$3,697 Location Pay

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** 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.

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

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

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** 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 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.

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

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

**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** 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.

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**LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> DEPARTMENT  
Attorney Discipline Department  
1 Pierrepont Plaza  
Brooklyn, New York 11201

**CLASSIFICATION:** Non-Competitive/Confidential

**ASSIGNMENT:** Duties include researching and analyzing legal issues in the area of attorney discipline; preparing reports and confidential memoranda for the court; evaluating testimony and evidence adduced at disciplinary hearings; identifying relevant case law; making recommendations of findings to the court; drafting opinions and orders; and responding to inquiries from complainants, counsel and the public regarding attorney discipline matters. Interpersonal and communication skills are required, as well as the ability to handle sensitive information in a confidential manner.

**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:

Appellate Division, 2<sup>nd</sup> Judicial Department  
45 Monroe Place  
Brooklyn, New York 11201  
Attention: Mary O'Donoghue, Human Resources Director

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

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**POSTING DATE:** March 4, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 25, 2015

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**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.**

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