



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40020

POSITION TITLE: LEGAL EDITOR **JG: 24**

POSITION LOCATIONS: NYS LAW REPORTING BUREAU
ALBANY, NEW YORK

BASE SALARY: \$68,418

CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar.

While this is the minimum qualification for this title, consideration may be given to education and experience directly related to the assignment.

Preference will be given to candidates displaying a knowledge of computer technology.

DISTINGUISHING FEATURES OF WORK:

Under general supervision, Legal Editors edit and prepare court decisions for inclusion in the Official New York State Reports (Miscellaneous Reports, Appellate Division Reports, and New York Reports) and perform other related confidential duties.

ASSIGNMENT:

The Legal Editor position will primarily perform work connected with the checking and headnoting of court opinions for publication in the Official Reports. The position may involve drafting correspondence to Judges in connection with those opinions as well as other related duties.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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 www.nycourts.gov/careers/UCS5.pdf) and/or a resume to:

WILLIAM J. HOOKS, STATE REPORTER
NYS LAW REPORTING BUREAU
17 LODGE STREET
ALBANY, NEW YORK 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: FEBRUARY 19, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** MARCH 12, 2014

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