



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40021

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**POSITION TITLE:** CHIEF LEGAL REFERENCE ATTORNEY, COURT OF APPEALS **JG: 31**

**POSITION LOCATIONS:** COURT OF APPEALS  
20 Eagle Street, Albany, NY 12207

**BASE SALARY:** \$99,599

**CLASSIFICATION:** EXEMPT-CONFIDENTIAL

**QUALIFICATIONS:** Master's Degree from an accredited school of library science and six (6) years of work experience in a law library or a library specializing in the social sciences, e.g., political science, economics, business, criminal justice, sociology, two (2) years of which must be in an administrative position; **or** Law Degree from an accredited law school and six (6) years of work experience in a library or library specializing in the social sciences, e.g., law, political science, economics, business, criminal justice, sociology, two (2) years of which must be in an administrative position; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

The Chief Legal Reference Attorney, Court of Appeals is responsible for managing the Court of Appeals Law Library. The Chief Legal Reference Attorney, Court of Appeals is also responsible for the collections in each Judge's home chambers, providing legal research assistance, supervision of professional and clerical staff, collection development, and other related duties. The Chief Legal Reference Attorney serves as resource person for new developments in the profession and participates in library management and planning.

**ASSIGNMENT:**

The Chief Legal Reference Attorney is also responsible for the research and analysis of uniquely intricate, complex and sensitive legal issues and questions for the Court and performs 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](http://www.nycourts.gov/careers/UCS5.pdf)) and the application materials including a statement of interest; a resume; the names, addresses and telephone numbers of three references who may be contacted. The application may include a brief writing sample not edited by others to:

ANDREW W. KLEIN  
CHIEF CLERK AND LEGAL COUNSEL TO THE COURT  
NYS COURT OF APPEALS  
20 EAGLE STREET  
ALBANY, NEW YORK 12207

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

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**POSTING DATE:** April 23, 2014

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 14, 2014

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