



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 40037

POSITION TITLE: CHIEF LEGAL EDITOR **JG: NS****LOCATION:** NYS LAW REPORTING BUREAU
ALBANY, NEW YORK**BASE SALARY:** \$ 107,500**CLASSIFICATION:** EXEMPT-CONFIDENTIAL**QUALIFICATIONS:** One year of experience in the Senior Legal Editor title; Admission to the New York State Bar and six (6) years of experience managing a subordinate staff or substantial editorial experience, or a combination of the two, in a legal environment.**DISTINGUISHING FEATURES OF WORK:**

The Chief Legal Editor is responsible for advising the State Reporter on selection of opinions and memoranda for publication, editing and preparing Court of Appeals opinions and memoranda for publication, and for supervising the work of subordinate staff. The Chief Legal Editor also performs other related administrative and managerial duties.

ASSIGNMENT:

The Chief Legal Editor is responsible for editing and preparing Court of Appeals decisions for publication; advising the State Reporter on selection of opinions for publication; assisting the State Reporter in the development of computer resources, supervision of technology staff and overseeing the training of all staff in the use of new computer resources; and supervising the work of subordinate staff. The Chief Legal Editor also performs other related administrative and managerial duties, which include providing guidance to staff, assigning and evaluating completed work and training new employees in editing methodology, assisting the State Reporter in developing editorial policies and procedures for related administrative activities; and overseeing maintenance of a legal reference collection of written and computer sources.

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: APRIL 21, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** MAY 12, 2015

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