



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40075

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**POSITION TITLE:** STATE REPORTER **JG:** NS

**LOCATION:** NYS LAW REPORTING BUREAU  
17 Lodge Street, Albany, New York, 12207

**BASE SALARY:** Competitive Salary based on Qualifications and Experience

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York Bar or Admission to the Bar of another State, with admission to the New York Bar within one year of appointment; and Ten years of experience in the legal profession; and Demonstrated experience managing a subordinate staff or substantial editorial experience, or a combination of the two, in a legal environment.

**DISTINGUISHING FEATURES OF WORK:**

Under the general supervision of the Court of Appeals, the State Reporter is responsible for all operations of the New York State Law Reporting Bureau. The State Reporter develops policy, implements work procedures, supervises all professional and clerical staff, and performs other related duties.

**ASSIGNMENT:**

Under the general supervision of the Court of Appeals, the State Reporter oversees all operations of the Law Reporting Bureau, which publishes decisions of the appellate courts of New York, and selects and publishes noteworthy decisions of the trial level courts. The Bureau produces over 19 bound volumes each year, as well as weekly advance sheets and maintains a public access website containing a collection of judicial decisions and related legal research tools. Duties include, but are not limited to: bidding, negotiating and implementing print and electronic publishing contracts; developing the Law Reporting Bureau's budget, administrative procedures and policies; managing the Law Reporting Bureau's day-to-day operations; reviewing editorial work prepared for inclusion in the official reports, and supervising the composition of indices and the compilation and publication of weekly advance sheets; and corresponding with Judges to solicit case material and conferring with Judges to verify facts, citations and editorial changes.

**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:** 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 a cover letter, resume, at least three references and an unedited writing sample to:

John P. Asiello, Clerk of the Court  
NYS Court Of Appeals  
20 Eagle Street  
Albany, NY 12207

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

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**POSTING DATE:** December 3, 2018

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 2, 2019

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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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