EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53406

The Appellate Division of the Supreme Court, Third Judicial Department, is seeking applications for **ONE-YEAR CLERKSHIPS** in the Court's Law Research Department, commencing in August 2015. The positions filled will be in either of the following titles and the titles utilized will depend, in part, on the qualifications of the applicants selected. Applicants should specify the position title or titles for which they wish to be considered.

POSITION TITLE: ASSISTANT APPELLATE COURT ATTORNEY **JG:** 23

BASE SALARY: $67,452

QUALIFICATIONS: Graduation from an accredited law school with an exceptional record of academic achievement such as being a member of the law review, graduating in the top 10% of the class or graduating cum laude or magna cum laude, and admission to the New York State Bar within 18 months of appointment.

DISTINGUISHING FEATURES OF WORK: Assistant Appellate Court Attorneys receive on-the-job instructions in researching and analyzing legal issues and questions for the court and in performing other related duties. Assistant Appellate Court Attorneys serve in a confidential capacity and work under direct supervision in units located in the Appellate Divisions and the Appellate Terms of the Supreme Court.

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

BASE SALARY: $79,274

QUALIFICATIONS: Admission to the New York State Bar.
Preference will be given to candidates that graduated from an accredited law school with a record of academic excellence such as being a member of a journal or law review, graduating in the top 20% of the class, or graduating cum laude or magna cum laude.

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 Divisions and the Appellate Terms of the Supreme Court.

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
Robert Abrams Building for Law and Justice - Albany, New York

CLASSIFICATION: Non-Competitive/Confidential - **TEMPORARY APPOINTMENT**

ASSIGNMENT: Research and analyze legal questions and issues, prepare preliminary reports and confidential memoranda, check for accuracy of citations, and perform other related duties as directed by the Chief Appellate Court Attorney.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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. Special arrangements for the disabled may be made by contacting this office at (518) 471-4701 prior to the interview. Position(s) available at the present time: **approximately 10**.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to apply online at http://www.nycourts.gov/ad3/EmploymentOpportunities.htm Alternatively, interested persons may submit a resume, together with a cover letter, legal writing sample and law school transcript, to:

Sean M. Morton
Chief Appellate Court Attorney
Supreme Court, Appellate Division, Third Judicial Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: AUGUST 1, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** SEPTEMBER 16, 2014

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