



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53407

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**POSITION TITLE:** CHIEF APPELLATE COURT ATTORNEY, THIRD DEPARTMENT (JG: 33)

**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
ALBANY, NY

**BASE SALARY:** \$113,341

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and one year of service in the Assistant Deputy Chief Appellate Court Attorney title; **or** equivalent relevant experience.

**DISTINGUISHING FEATURES OF WORK:**

Chief Appellate Court Attorneys in the Third Department serve in a confidential capacity and under the general direction of the Presiding Justice and are responsible for developing policy. They are also responsible for reviewing the work of attorneys and overseeing all aspects of the operations of the law department in the Appellate Division of the Third Judicial Department. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction. They also perform other related duties.

**ASSIGNMENT:**

Chief Appellate Court Attorneys assign legal research and other work to attorneys, and monitor and evaluate legal work. They develop policies and procedures for the law department and issue guidelines for implementation. They confer with attorneys on unusual or complex proceedings and review legal documents filed in connection with such proceedings. Chief Appellate Court Attorneys analyze and prepare written interpretations of statutes and rules for the guidance of judicial and non-judicial personnel. They recruit and screen candidates for Appellate Court Attorney positions; train and orient new hires .

**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 resume by e-mail to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

ROBERT D. MAYBERGER  
CLERK OF THE COURT  
APPELLATE DIVISION, THIRD DEPARTMENT  
P.O. BOX 7288, CAPITAL STATION  
ALBANY, NEW YORK 12224

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

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**POSTING DATE: August 20, 2014      APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 10, 2014**

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