



PLEASE POST

**STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS**

Announcement Number: 40908

THE POSITIONS TO BE FILLED WILL BE IN ONE OF THE FOLLOWING TITLES AND DEPEND, IN PART, ON THE QUALIFICATIONS OF THE APPLICANTS SELECTED.

POSITION TITLE: ATTORNEY, BOARD OF LAW EXAMINERS JG-26
LOCATION: COURT OF APPEALS, STATE BOARD OF LAW EXAMINERS
BASE SALARY: \$73,264
CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and three (3) years of relevant legal experience.

DISTINGUISHING FEATURES OF WORK: Attorney, Board of Law Examiners, works under the direction of the Executive Director, Deputy Executive Director, Members of the Board of Law Examiners and the direct supervision of Senior Attorney, Board of Law Examiners. Attorneys assist with the preparation of essay, multiple choice and short answer questions for the New York bar examination and assist in the administration and grading of the examination. Attorneys research and analyze legal questions, analyze applications for test accommodations, present cases for disciplinary proceedings and perform credential reviews of applicants for the bar examination. Attorneys keep abreast of developments in legal education and bar admissions, respond to inquiries from and perform outreach to the legal education community and the legal community in general, including bar associations and law schools, and perform other related duties.

POSITION TITLE: SENIOR ATTORNEY, BOARD OF LAW EXAMINERS JG-29
LOCATION: COURT OF APPEALS, STATE BOARD OF LAW EXAMINERS
BASE SALARY: \$86,060
CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and five (5) years of relevant legal experience.

DISTINGUISHING FEATURES OF WORK: Senior Attorney, Board of Law Examiners, works under the direction of the Executive Director, Deputy Executive Director and Members of the Board of Law Examiners and supervises the work of Attorney, Board of Law Examiners. Senior Attorneys assist with the preparation of essay, multiple choice and short answer questions for the New York bar examination and assist in the administration and grading of the examination. Senior Attorneys research and analyze complex legal questions, analyze applications for test accommodations, present cases for disciplinary proceedings and perform credential reviews of applicants for the bar examination. Senior Attorneys keep abreast of developments in legal education and bar admission, respond to inquiries from and perform outreach to the legal education community and the legal community in general, including bar associations and law schools, and perform other related duties.

ASSIGNMENT: The Attorney/Senior Attorney position will be responsible for handling such duties as: researching and analyzing statutes, cases and other substantive and procedural areas of the law and suggesting content of bar examination to the Board; assisting in the drafting of proposed model essay answers and grading scales and training essay graders on same; reviewing essay answers and assigning grades; assisting with analyzing grader performance and preparing statistics; maintaining content outline for the bar examination; investigating applicant exam complaints and security policy violations; preparing and presenting cases for administrative disciplinary hearings; reviewing applicant credentials and determining eligibility of applicants for admission to the bar examination; reviewing requests for test accommodations under the Americans with Disabilities Act; assisting with contract compliance and procurement; and other legal and administrative duties as necessary. Knowledge of substantive and procedural areas of law covered by the New York State bar examination, skill in conducting investigations and administrative proceedings, knowledge of State procurement rules, experience with the Americans with Disabilities Act and ability to work both independently and collaboratively is desirable.

ASSIGNMENT LOCATION: 254 Washington Avenue Ext., Corporate Plaza, Building 3, Albany, NY 12203

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 three (3) months. Position(s) available at the present time: 2.

ALL INTERESTED PERSONS MEETING THE 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 <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:

John J. McAlary, Executive Director
State Board of Law Examiners
254 Washington Avenue Ext., Corporate Plaza, Building 3
Albany, New York 12203

Applicants Are Encouraged to Complete the EEO Data Collection Form UCS-19X.

POSTING DATE: October 16, 2009 **APPLICATIONS MUST BE RECEIVED BY:** November 6, 2009

**The New York State Unified Court System Is an Equal Opportunity Employer.
Women, Minorities and Individuals with Disabilities Are Encouraged to Apply.**