



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52009

POSITION TITLE: PRINCIPAL APPELLATE COURT ATTORNEY** JG: 31

LOCATION: APPELLATE TERM, 2ND DEPARTMENT
141 Livingston Street, 15th Floor
Brooklyn, New York 11201

BASE SALARY: \$99,599 + \$3,697 Location Pay

CLASSIFICATION: Non-Competitive/Confidential

QUALIFICATIONS: Admission to the New York State Bar and three (3) years of service in the Senior Appellate Court Attorney title; or equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Principal Appellate Court Attorneys serve in a confidential capacity and are primarily responsible for assisting Chief Appellate Court Attorneys in the Appellate Division and Appellate Terms with the supervision and administration of their legal departments. Principal Appellate Court Attorneys research and analyze complex legal issues for the court and perform other related duties.

ASSIGNMENT: **THE INDIVIDUAL SELECTED WILL SERVE AS DEPUTY CHIEF CLERK FOR LEGAL MATTERS FOR THE APPELLATE TERM, 2ND JUDICIAL DEPARTMENT. Duties will include reviewing and performing legal research with respect to emergency applications to the Appellate Term (orders to show cause and applications pursuant to CPLR 5704[b]) and making written recommendations to the reserve justice. The successful candidate will also serve as consultation clerk at court sittings and will review motion and appeal decisions/orders. Additional responsibilities include a variety of administrative and operational tasks, such as supervision of subordinate staff, development of office procedures and preparation of the court's annual budget.

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. Positions 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 a resume to:

Appellate Term, 2nd Judicial Department
141 Livingston Street, 15th Floor
Brooklyn, New York 11201
Attention: Paul Kenny, Chief Clerk

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 17, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 7, 2010

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.
