



**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

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**State of New York  
UNIFIED COURT SYSTEM  
3RD JUDICIAL DEPARTMENT**

Posting No. 53010

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The Supreme Court, Appellate Division, Third Judicial Department, is currently seeking an attorney to be employed primarily in an administrative capacity in the Clerk's office.

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POSITION TITLE: **Executive Assistant, Appellate Division (NS)**

LOCATION: Supreme Court, Appellate Division  
Robert Abrams Building for Law and Justice  
Empire State Plaza  
Albany, NY 12223

BASE SALARY: Salary commensurate with experience

CLASSIFICATION: Exempt-Confidential

QUALIFICATIONS: One year in the Executive Assistant title or the Executive Assistant I title or the Executive Assistant II title;

**or**

Master's degree in Public or Business Administration from an accredited college or university, or a law degree from an accredited law school and five (5) years of relevant experience;

**or**

An equivalent combination of education and experience.

DISTINGUISHING  
FEATURES OF WORK:

Executive Assistants, Appellate Division work under direct supervision of the Presiding Justice or Clerk of the Court providing managerial analysis of complex court operations and staff assistance to the Presiding Justice in the management of court activities. Executive Assistants, Appellate Division may be delegated responsibility for management or particular areas of court operations, may oversee special or on-going projects and prepare reports to the Presiding Justice.

ASSIGNMENT: The individual hired for this position may be assigned a variety of administrative and legal duties including the processing of motions for assignment of appellate counsel and other relief, correspondence with attorneys and pro se litigants, answering inquiries regarding appellate court practice and procedure, legal research and the preparation of legal memoranda, and other related duties as assigned by the Presiding Justice or the Clerk of the Court.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by a person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same 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.

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 from the Unified Court System's website at <http://www.nycourts.gov/careers/UCS5.pdf>) AND a resume to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P.O. Box 7288 Capitol Station  
Albany, NY 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 3, 2010

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: December 24, 2010

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply.