PLEASE POST

UCS-23

EMPLOYMENT OPPORTUNITY

State of New York
UNIFIED COURT SYSTEM
3RD JUDICIAL DEPARTMENT

Posting No. **53905**

ONE-YEAR CLERKSHIPS

The Appellate Division of the Supreme Court, Third Judicial Department, is currently seeking applications for one-year clerkships in the Court's Law Research Department, commencing in August 2010. The positions to be 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)

LOCATION: Supreme Court Appellate Division
Third Judicial Department
Justice Building
Albany, New York

BASE SALARY: $64,834 per year

CLASSIFICATION: Non-competitive/Confidential

QUALIFICATIONS: Graduation from an accredited law school with an exceptional record of academic achievements 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. They serve in a confidential capacity and work under direct supervision in units located in the Appellate Divisions and Appellate Terms of the Supreme Court.

POSITION TITLE: Appellate Court Attorney (JG-26)

LOCATION: Supreme Court Appellate Division
Third Judicial Department
Justice Building
Albany, New York

BASE SALARY: $76,195 per year

CLASSIFICATION: Non-competitive/Confidential

QUALIFICATIONS: Admission to the New York State Bar.

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 Appellate Divisions and Appellate Terms of the Supreme Court.

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ASSIGNMENT: The individuals hired for these positions will research and analyze legal questions and issues, prepare preliminary reports and confidential memoranda, review draft decisions, check for accuracy of citations, and perform other related duties as directed by the Chief Appellate Court Attorney.

Candidates graduating in the top 20% of their law school classes are also encouraged to apply. In addition, in filling either title, strong consideration will be given to candidates with exceptional records of academic achievement such as being a member of Law Review or graduating cum laude or magna cum laude.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to these titles. They do not include all job duties performed by employees in these titles 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 these titles that may occur in this court or agency within the next three (3) months. Special arrangements for the disabled may be made by contacting this office at 518-471-4777 prior to the interview. Position(s) available at the present time approximately 10 .

All interested persons meeting the minimum qualifications are encouraged to submit a resume, together with a cover letter, legal writing sample and law school transcript, to:

Robert D. Mayberger
Deputy Clerk
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 12, 2009

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: September 23, 2009

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