



**PLEASE POST**

**EMPLOYMENT OPPORTUNITY ANNOUNCEMENT  
STATE OF NEW YORK  
APPELLATE DIVISION, FOURTH DEPARTMENT**



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**ANNOUNCEMENT #54201**

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**THE APPELLATE DIVISION, FOURTH DEPARTMENT IS CURRENTLY RECRUITING FOR ONE (1) POSITION IN THE APPELLATE COURT ATTORNEY SERIES. THE POSITION TO BE FILLED WILL DEPEND ON THE QUALIFICATIONS OF THE APPLICANT SELECTED.**

**TITLE OF POSITION:** SENIOR APPELLATE COURT ATTORNEY (JG-28) BASE SALARY: \$84,897  
OR  
PRINCIPAL APPELLATE COURT ATTORNEY (JG-31) BASE SALARY: \$99,599

**LOCATION:** Appellate Division, Fourth Department, 50 East Avenue, Rochester, New York

**CLASSIFICATION:** Non-Competitive/Confidential

**QUALIFICATIONS:** **Senior Appellate Court Attorney:** Admission to the New York State Bar; AND two (2) years of service in the Appellate Court Attorney title; OR equivalent legal experience. **Principal Appellate Court Attorney:** Admission to the New York State Bar; AND three (3) years of service in the Senior Appellate Court Attorney title; OR equivalent legal experience. While these are minimum qualifications, consideration may be given to education and experience directly related to the assignment.

**DISTINGUISHING FEATURES OF WORK.** Senior and Principal Appellate Court Attorneys serve in a confidential capacity and are primarily responsible for researching and analyzing complex legal issues and questions for the Court and performing other related duties.

**ASSIGNMENT:** Edits draft decisions of the Court. Duties include making grammatical, stylistic and organizational suggestions to the Court on the Court's draft decisions, reading all cases cited to check for contextual applicability and continuing validity, and noting substantive questions and suggestions when applicable.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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 vacancies in this title that may occur in this court or agency within the next six (6) months. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. 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)) with a resume, a writing sample and a law school transcript to:

Mary L. Jones, Human Resources  
Appellate Division, Fourth Department  
M. Dolores Denman Courthouse  
50 East Avenue, Suite 335  
Rochester, NY 14604

Applicants are encouraged to complete EEO Data Collection form UCS-19X.

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POSTING DATE:  
August 1, 2012

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:**  
**August 22, 2012**

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