



PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

STATE OF NEW YORK  
APPELLATE DIVISION, FOURTH DEPARTMENT



**ANNOUNCEMENT #54910**

**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:** \$81,632

**QUALIFICATIONS:** Admission to the New York State Bar; **AND** two (2) years of service in the Appellate Court Attorney title; equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:**

Senior Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties. They serve in a confidential capacity and work under substantial independence from supervision in units located in the Appellate Divisions and Appellate Terms of the Supreme Court.

**TYPICAL DUTIES:**

Researches and analyzes legal questions and issues, and prepares preliminary reports and confidential memoranda. Reviews draft decisions and checks for accuracy of citations and conformance with the record of appeal

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

**BASE SALARY:** \$95,768

**QUALIFICATIONS:** Admission to the New York State Bar; **and** Three 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 Davidson and Appellate Terms with the supervision and administration of their legal departments. Principal Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties.

**TYPICAL DUTIES:**

Assists in supervising the law department of an Appellate Division or of an Appellate Term which includes assigning research to court attorneys, guiding their progress, and reviewing their work. Researches and analyzes legal questions and issues, and prepares preliminary reports and confidential memoranda. Reviews draft decisions and checks for accuracy of citations and conformance with the record of appeal. Maintain records and monitors the progress of cases.

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

**CLASSIFICATION:** Non-Competitive/Confidential

**ASSIGNMENT:** The attorney in this position may be assigned to prepare reports and orders for motions or in attorney disciplinary matters; to review and make recommendations regarding applications for admission to the bar; or to assist the Clerk and Deputy Clerk with special assignments or projects as needed.

**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. 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: one (1).

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit UCS-5 Application for Employment form (obtainable from any administrative office in a court building or the web <http://www.nycourts.gov/careers/UCS5.pdf>) with a resume, a writing sample and a law school transcript to:

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

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

**POSTING DATE:** November 4, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 30, 2009

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