POSITION TITLE:  DEPUTY STATE REPORTER  JG: NS

LOCATION:  NYS LAW REPORTING BUREAU

BASE SALARY:  SALARY DETERMINED UPON SUCCESSFUL CANDIDATE’S QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION:  EXEMPT/CONFIDENTIAL

QUALIFICATIONS:  Admission to the New York State Bar and one year in the Senior Legal Editor title; or Equivalent legal experience is required.

DISTINGUISHING FEATURES OF WORK:
Under general supervision of the State Reporter, the Deputy State Reporter is responsible for preparing for publication cases from the Court of Appeals, the most complex cases from the Appellate Division, or other complex cases that have been selected for publication. The Deputy State Reporter assists the State Reporter in developing policy and implementing work procedures, supervising subordinate staff, and performing other related duties.

ASSIGNMENT:
The Deputy State Reporter directly assists the State Reporter in management duties and supervision of the Assistant State Reporter and all professional, technical and clerical personnel assigned to the NYS Law Reporting Bureau, which prepares opinions for publication in the Official Reports. Illustrative duties include: determining work priorities; monitoring progress; evaluating staff performance; developing budget, personnel and administrative procedures and policies; reviewing editorial work prepared for inclusion in the Official Reports; corresponding with judges to solicit case material and conferring with them concerning citations, facts, and editorial changes; composing indices of cases for Official Reports and writing catch lines; preparing complex cases and head notes for publication; and selecting cases for publication. Substantial managerial experience and knowledge of computer systems are preferred.

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. 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) and the application materials (including a statement of interest; resume; names, addresses and telephone numbers of three references; and the application may include a brief writing sample not edited by others) to:

CARA J. BROUSSEAU, STATE REPORTER
NYS LAW REPORTING BUREAU
17 LODGE STREET
CENTENNIAL HALL
ALBANY, NEW YORK 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE:  September 11, 2019  APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:  October 2, 2019

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.