UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54113

PROMOTIONAL OPPORTUNITY

POSITION TITLE: ASSISTANT DEPUTY CHIEF APPELLATE COURT ATTORNEY **JG:** 32

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: $120,803

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** Admitted to the New York State Bar; and One year of service in the Principal Appellate Court Attorney title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Assistant Deputy Chief Appellate Court Attorneys serve in a confidential capacity and are responsible for assisting in administering the operations of Appellate Division Law Departments. Assistant Deputy Chief Appellate Court Attorneys are assigned to assist in supervision of appellate court attorney personnel. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction and also perform other related duties.

ASSIGNMENT: This position is located in the Legal Research Department in the Clerk's Office. The duties include: reviewing, summarizing and analyzing relevant statutory and case law and records on appeal; prepare comprehensive preliminary reports; complete individual research projects; supervise and consult with appellate court attorneys; and perform legal research and writing as directed.

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. Special arrangements for the disabled may be made by contacting the Human Resources Office of the Appellate Division, 4th Department 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) with a cover letter and a resume to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: September 23, 2021 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 21, 2021

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.