



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53710

The Appellate Division of the Supreme Court, Third Judicial Department, is currently seeking applications for an attorney in the Court's Office of Attorney Discipline.

POSITION TITLE: APPELLATE COURT ATTORNEY **JG: 26**

BASE SALARY: \$82,475

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 the Appellate Terms of the Supreme Court.

POSITION TITLE: SENIOR APPELLATE COURT ATTORNEY **JG: 28**

BASE SALARY: \$91,894

QUALIFICATIONS: Admission to the New York State Bar and Two years of service in the Appellate Court Attorney title; or 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 unites located in the Appellate Divisions and Appellate Terms of the Supreme Court.

LOCATION: Appellate Division, Third Department
Albany, NY

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT:

This position is in the Court's Office of Attorney Discipline and assists the Court in the administration and processing of its professional matters docket. Attorneys in this position will prepare memoranda and other case materials for the Court's consideration in cases arising under the Uniform Rules for Attorney Disciplinary Matters (22 NYCRR) part 1240 and may assist the individual Justices of the Court in the drafting of Court decisions in such cases.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume, cover letter and references by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
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 29, 2017

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: September 20, 2017

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.
