



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40017

POSITION TITLE: CONSULTATION CLERK TO COURT OF APPEALS **JG:** NS
LOCATION: COURT OF APPEALS
BASE SALARY: Salary Determined Upon Qualifications and Experience of Successful Candidate
CLASSIFICATION: EXEMPT-CONFIDENTIAL
QUALIFICATIONS: Admission to the New York State Bar; and five (5) years of relevant legal experience.

DISTINGUISHING FEATURES OF WORK:

Under the general direction of the Clerk of the Court of Appeals, the Consultation Clerk attends confidential meetings called by the Judges of the Court of Appeals to discuss and decide cases presented to them. At these meetings, the Consultation Clerk records or summarizes decisions, questions, arguments, and issues raised. The Consultation Clerk also researches and analyzes specific legal points raised by Judges and performs other related duties.

ASSIGNMENT: 20 Eagle Street, Albany, New York 12207

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 application materials (including a statement of interest, a resume, and three references who may be contacted.) The application may include a brief writing sample, not edited by others, to:

Andrew W. Klein
Chief Clerk and Legal Counsel to the Court
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 18, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 8, 2013

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.
