



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53301

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**POSITION TITLE:** CHIEF ATTORNEY, GRIEVANCE COMMITTEE **JG: NS**

**LOCATION:** APPELLATE DIVISION, 3<sup>RD</sup> DEPARTMENT  
COMMITTEE ON PROFESSIONAL STANDARDS

**BASE SALARY:** Salary Determined Upon Qualifications and Experience of Successful Candidate

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Principal Attorney title; **or** Equivalent relevant experience.

**DISTINGUISHING FEATURES OF WORK:**

A Chief Attorney, Grievance Committee serves in a confidential capacity and is responsible for supervising the staff of an attorney disciplinary committee, monitoring the progress of cases and resolving problems, developing and implementing policies and procedures, and administering all related activities. A Chief Attorney, Grievance Committee also researches legal issues and questions, presents complex cases before administrative tribunals and trial and appellate courts, organizes complex investigations, and performs other related duties.

**ASSIGNMENT:**

The Chief Attorney will head the Court's attorney disciplinary office and will, together with the Committee on Professional Standards appointed by the Court, investigate and prosecute alleged attorney misconduct occurring in the Third Judicial Department. The Chief Attorney will be responsible for the oversight of all management aspects of the disciplinary office, including case management, presentation of matters to the Committee, supervision of staff, budget preparation, personnel, purchasing, and other related activities. The Chief Attorney will also be involved in the investigation and presentation of complex cases before the Committee, hearing officers, and the Appellate Division, and will be responsible for the development and execution of the Court's policies regarding attorney discipline in consultation with, and under the direction of, the Presiding Justice of the Appellate Division, Third Department.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

ROBERT D. MAYBERGER  
CLERK OF THE COURT  
APPELLATE DIVISION, THIRD DEPARTMENT  
P.O. BOX 7288, CAPITAL STATION  
ALBANY, NEW YORK 12224

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** JULY 2, 2013

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** AUGUST 1, 2013

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

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