



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51201

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

POSITION LOCATIONS: APPELLATE DIVISION, FIRST DEPARTMENT

BASE SALARY: \$ 84,897 + \$ 3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

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 units located in the Appellate Divisions and Appellate Terms of the Supreme Court.

ASSIGNMENT:

The responsibilities will include, but are not limited to, researching and analyzing legal issues, preparing preliminary reports, confidential memoranda and draft decisions, and checking for accuracy of citations and conformance with the record on appeal. This position requires knowledge of the law and trial procedures, ability to organize, analyze and interpret legal issues, to write clear and concise prose, to communicate clearly and succinctly, and to maintain strict confidentiality.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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: 2.

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 a resume to:

Susanna Molina Rojas
Clerk of the Court
Appellate Division, First Department
27 Madison Ave.
New York, NY 10010

POSTING DATE: AUGUST 16, 2012 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** SEPTEMBER 7, 2012

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