



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52017

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

**LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT  
1 PIERREPONT PLAZA  
BROOKLYN, NY 11201

**BASE SALARY:** \$ 105,165 + LOCATION PAY \$3,697

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission 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 in the First and Second Departments serve in a confidential capacity and are responsible for assisting in administering the operations of the law departments in these Appellate Divisions. Assistant Deputy Chief Appellate Court Attorneys are assigned to assist in supervision of appellate court attorney personnel in Appellate Divisions having twenty-five (25) or more appellate court attorneys. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction and also perform other related duties.

**ASSIGNMENT:**

Duties include researching and analyzing legal issues in the area of attorney discipline; preparing reports and confidential memoranda for the court; evaluating testimony and evidence adduced at disciplinary hearings; identifying relevant case law; making recommendations of findings to the court; drafting opinions and orders; and responding to inquires from complainants, counsel and the public regarding attorney discipline matters. Excellent supervisory, interpersonal and communication skills are required, as well as the ability to handle sensitive information in a confidential manner.

**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.

**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:

APPELLATE DIVISION  
SECOND JUDICIAL DEPARTMENT  
45 MONROE PLACE  
BROOKLYN, NY 11201  
ATTN: MARY O'DONOGHUE, PERSONNEL DIRECTOR

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

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**POSTING DATE:** October 20, 2010

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 12, 2010

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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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