



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53601

PROMOTIONAL OPPORTUNITY

POSITION TITLE: PRINCIPAL APPELLATE COURT ATTORNEY**JG:** 31**LOCATION:** SUPREME COURT, APPELLATE DIVISION
THIRD JUDICIAL DEPARTMENT
ALBANY, NY**BASE SALARY:** \$103,625**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** admission to the New York State Bar and three years of service in the Senior Appellate Court Attorney title; **or** equivalent legal experience.**DISTINGUISHING FEATURES OF WORK:**

Principal Appellate Court Attorneys serve in a confidential capacity and are primarily responsible for assisting Chief Appellate Court Attorneys in the Appellate Division and Appellate Terms with the supervision and administration of their legal departments. Principal Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties.

ASSIGNMENT:

The Principal Appellate Court Attorney will be responsible for the day-to-day operation of the Appellate Division, Third Department's Office of the Clerk of the Court and will be supervised by the Clerk of the Court. Duties will include, but are not limited to: maintenance and creation of the Court's calendars; assisting the Court with resolution of routine motion practice concerning the Court's docket; ensuring compliance with and the orderly implementation of the rules of the Court; advising the Court as to periodic revision and modification of Court rules; correspondence and other communication with counsel and the general public; acting as office liaison with the Court's legal staff; and daily supervision of office staff, including scheduling, evaluations and training.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a cover letter, resume 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

POSTING DATE: January 8, 2016**APPLICATION MUST BE POSTMARKED OR RECEIVED BY:** January 22, 2016

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.
