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EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT #07027

**CURRENTLY ONE POSITION EXISTS IN ROCHESTER AT THE HALL OF JUSTICE.
THE POSITION TITLE WILL BE DETERMINED BASED UPON QUALIFICATIONS.**

POSITION TITLE: COURT ATTORNEY **JUDICIAL GRADE:** 23
BASE SALARY: \$64,834 ANNUALLY **CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL
QUALIFICATIONS: Admission to the New York State Bar; or Graduation from an accredited law school with an exceptional record or academic achievement such as being a member of the law review, graduating in the top 10% of the class, or graduating cum laude or magna cum laude, and admission to the New York State Bar within eighteen (18) months of appointment.
DISTINGUISHING FEATURES OF WORK: Court Attorneys research and analyze legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts. They also perform other related duties. Court Attorneys serve in a confidential capacity and work for the court under supervision in units located in special parts of the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

**ONE OF THE FOLLOWING TITLES WILL APPLY ONLY IF THE APPLICANT ALREADY HAS SERVICE IN A
LEGAL TITLE WITHIN THE NYS UNIFIED COURT SYSTEM
(AS STATED IN THE QUALIFICATIONS LISTED FOR EACH TITLE)**

POSITION TITLE: SENIOR COURT ATTORNEY **JUDICIAL GRADE:** 26
BASE SALARY: \$76,195 ANNUALLY **CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL
QUALIFICATIONS: Admission to the New York State Bar; **AND** Two (2) years of service in any legal series title in the Unified Court System.
DISTINGUISHING FEATURES OF WORK: Senior Court Attorneys research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district, or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

POSITION TITLE: ASSOCIATE COURT ATTORNEY **JUDICIAL GRADE:** 30
BASE SALARY: \$94,366 ANNUALLY **CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL
QUALIFICATIONS: Admission to the New York State Bar; **AND** Four (4) years of service in the Senior Court Attorney title; **OR** Six (6) years of service in any legal series title in the Unified Court System.
DISTINGUISHING FEATURES OF WORK: Associate Court Attorneys research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district, or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* 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), a **writing sample and a resume** to:

NYS SEVENTH JUDICIAL DISTRICT **FAX # (585) 784-4231**
ADMINISTRATION OFFICE, 99 EXCHANGE BLVD.
ROOM 161 HALL OF JUSTICE
ROCHESTER, NEW YORK 14614-2184 **E-MAIL ADDRESS: JOBS_7THJD@courts.state.ny.us**

Applicants are encouraged to complete an EEO Data Collection form UCS-19X.

DATE OF POSTING:
December 1, 2010

**APPLICATIONS MUST BE POSTMARKED BY:
DECEMBER 22, 2010**

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