



PLEASE POST

**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**
**STATE OF NEW YORK
UNIFIED COURT SYSTEM
COURT OF APPEALS**

UCS-23

Announcement Number: 40012

POSITION TITLE: LEGAL EDITOR JG-24

LOCATION: NYS LAW REPORTING BUREAU

BASE SALARY: \$68,418

CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar.

While this is the minimum qualification for this title, consideration may be given to education and experience directly related to the assignment.

Preference will be given to candidates displaying a knowledge of computer technology.

DISTINGUISHING FEATURES OF WORK: Under general supervision, Legal Editors edit and prepare court decisions for inclusion in the Official New York State Reports (Miscellaneous Reports, Appellate Division Reports, and New York Reports). They also edit material for incorporation into the official compilation of Codes, Rules, and Regulations of the State of New York (NYCRR) and perform other related confidential duties.

ASSIGNMENT: The Legal Editor position will primarily perform work connected with the checking and headnoting of court opinions for publication in the Official Reports. The position may involve drafting correspondence to Judges in connection with those opinions as well as other related duties.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by the person assigned to this title. They do not include all job duties performed by employees in this title and every position does not necessarily require the same duties. 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.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

William J. Hooks, State Reporter
NYS Law Reporting Bureau
17 Lodge Street
Albany, New York 12207

Applicants Are Encouraged to Complete the EEO Data Collection Form UCS-19X.

POSTING DATE: June 20, 2012

APPLICATIONS MUST BE RECEIVED BY: July 11, 2012

The New York State Unified Court System Is an Equal Opportunity Employer.
Women, Minorities and Individuals with Disabilities Are Encouraged to Apply.