



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 40100_Extended

POSITION TITLE: LEGAL EDITOR **JG: 24**

LOCATION: NYS LAW REPORTING BUREAU
ALBANY, NEW YORK

BASE SALARY: \$78,597

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 Court Reports (Miscellaneous Reports, Appellate Division Reports, and New York Reports) 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 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: 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) and a cover letter, resume, and references by email to LRBApplications@nycourts.gov or mail to:

CARA J. BROUSSEAU, STATE REPORTER
NYS LAW REPORTING BUREAU
17 LODGE STREET
CENTENNIAL HALL
ALBANY, NEW YORK 12207

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: May 26, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 14, 2022

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.
