



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 51310

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THE APPELLATE DIVISION, FIRST DEPARTMENT - ATTORNEY GRIEVANCE COMMITTEE IS RECRUITING FOR ONE (1) POSITION IN THE ATTORNEY SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**POSITION TITLE:** PRINCIPAL ATTORNEY **JG: 31**

**BASE SALARY:** \$ 122,603 + \$4,635 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Associate Attorney title; **or** equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:**

Principal Attorneys serve in a confidential capacity in the Mental Hygiene Legal Services, attorney disciplinary committees, departmental law-guardian offices, or other such units where they research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform related duties. Principal Attorneys may also assist in selecting and training new staff, developing and implementing policies and procedures and in handling day-to-day administrative matters. They may also work with advisory committees, assist with planning and executing educational programs, assist with resolving administrative problems, and serve as director of a departmental law guardian office.

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**POSITION TITLE:** ASSOCIATE ATTORNEY **JG: 28**

**BASE SALARY:** \$ 104,500 + \$4,635 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Senior Attorney title; **or** equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:**

Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

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**POSITION TITLE:** SENIOR ATTORNEY **JG: 26**

**BASE SALARY:** \$ 93,782 + \$4,635 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Attorney title; **or** equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:**

With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

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**POSITION TITLE:** ATTORNEY **JG: 23**

**BASE SALARY:** \$ 79,805 + \$4,635 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar

**DISTINGUISHING FEATURES OF WORK:**

Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

**LOCATION:** APPELLATE DIVISION, FIRST DEPARTMENT  
ATTORNEY GRIEVANCE COMMITTEE  
180 MAIDEN LANE, NEW YORK, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** The successful applicant will be responsible for all aspects of the attorney disciplinary process. Applicants must have the ability to manage a significant caseload, conduct complex investigations, perform legal research, litigate cases before Special Referees and handle disciplinary matters before the Appellate Division. Extensive writing is involved, in the form of confidential memoranda, petitions, motions and legal briefs. Excellent interpersonal and communication skills – both verbal and written – are required, as well as the ability to handle sensitive matters 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. 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a cover letter and resume by email to [ad1humanresources@nycourts.gov](mailto:ad1humanresources@nycourts.gov) or mail to :

Kerry Bookstaver  
Appellate Division, First Judicial Department  
27 Madison Avenue  
New York, NY 10010

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

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**POSTING DATE:** March 23, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 20, 2023

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**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.**

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