



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54207

POSITION TITLE: CHIEF ATTORNEY, GRIEVANCE COMMITTEE **JG:** NS
LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ATTORNEY GRIEVANCE COMMITTEE, BUFFALO, ROCHESTER OR SYRACUSE, NY

BASE SALARY: Salary Determined Upon Successful Candidates Qualifications and Experience

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Principal Attorney title; or equivalent relevant experience. While these are minimum qualifications, consideration may be given to education and experience directly related to the assignment.

DISTINGUISHING FEATURES OF WORK: A Chief Attorney, Grievance Committee serves in a confidential capacity and is responsible for supervising the staff of an attorney disciplinary committee, monitoring the progress of cases and resolving problems, developing and implementing policies and procedures, and administering all related activities. A Chief Attorney, Grievance Committee also researches legal issues and questions, presents complex cases before administrative tribunals and trial and appellate courts, organizes complex investigations, and performs other related duties.

ASSIGNMENT: The Chief Attorney will investigate, review and prosecute complaints of attorney misconduct within the Fourth Judicial Department; supervise three district offices; prepare the annual budget, and maintain and provide statistical reports to the Appellate Division. Familiarity with WordPerfect is preferred. The residence of the successful candidate will determine in which of the three districts the Chief Attorney's office will be located. Extensive travel throughout the Fourth Department is required.

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 resume to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY 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: August 5, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 2, 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.
