



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
**ANNOUNCEMENT NO. 54409**

The Appellate Division, Fourth Judicial Department, is seeking applications for **TWO-YEAR CLERKSHIPS** in the Court's Legal Research Department. The positions filled will be in either of the following titles and the titles used will depend, in part, on the qualifications of the applicants selected. Applicants should specify the position title or titles for which they wish to be considered.

**POSITION TITLE:** ASSISTANT APPELLATE COURT ATTORNEY **JG: 23**

**BASE SALARY:** \$82,198

**QUALIFICATIONS:** Graduation from an accredited law school with an exceptional record of academic achievement such as being a member of the law review, graduating in the top 25% of the class or graduating cum laude or magna cum laude, and admission to the New York State Bar within eighteen months of appointment.

**DISTINGUISHING FEATURES OF WORK:** Assistant Appellate Court Attorneys receive on-the-job instructions in researching and analyzing legal issues and questions for the court and in performing other related duties. Assistant Appellate Court Attorneys serve in a confidential capacity and work under direct supervision in units located in the Appellate Divisions and the Appellate Terms of the Supreme Court.

**POSITION TITLE:** APPELLATE COURT ATTORNEY **JG: 26**

**BASE SALARY:** \$96,594

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

**DISTINGUISHING FEATURES OF WORK:** Appellate Court Attorneys research and analyze legal issues and questions for the court and perform other related duties. They serve in a confidential capacity and work under supervision in units located in the Appellate Divisions and the Appellate Terms of the Supreme Court.

**LOCATION:** APPELLATE DIVISION, FOURTH DEPARTMENT  
ROCHESTER, NY

**CLASSIFICATION:** Non-Competitive/Confidential - **TEMPORARY APPOINTMENT**

**ASSIGNMENT:** Research and analyze legal questions and issues, prepare preliminary reports and confidential memoranda, review draft decisions and check for accuracy of citations and conformance with the record on appeal.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to these titles. They do not include all job duties performed by employees in these titles and every position does not necessarily require the same 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 these titles that may occur in this Court or agency within the next six (6) months. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. Position(s) available at the present time: **8**. Initial interviews will be conducted by early October 2024, with final interviews scheduled in late October 2024 to fill positions which will become available on August 14, 2025.

**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://nycourts.gov/careers/UCS5.pdf>) with resume, cover letter, law school transcript and writing sample by email to [mljones@nycourts.gov](mailto:mljones@nycourts.gov) or by mail to:

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

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

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**POSTING DATE:** July 22, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 4, 2024

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