



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54712

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

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$107,812

CLASSIFICATION: Non-Competitive/Confidential

QUALIFICATIONS: Admission to the New York State Bar and three (3) years of service in the Senior Appellate Court Attorney title; or equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

Principal Appellate Court Attorneys serve in a confidential capacity and are primarily responsible for assisting Chief Appellate Court Attorneys in the Appellate Division and Appellate Terms with the supervision and administration of their legal departments. Principal Appellate Court Attorneys research and analyze complex legal issues for the court and perform other related duties.

ASSIGNMENT:

Research and analyze legal questions and issues, prepare 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 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) with a cover letter 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 EEO DATA COLLECTION FORM.

POSTING DATE: November 30, 2017 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 21, 2017

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