



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40034

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**POSITION TITLE:** ASSISTANT STATE REPORTER **JG:** NS

**LOCATION:** COURT OF APPEALS, NYS LAW REPORTING BUREAU

**BASE SALARY:** \$ 125,000

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and six months of experience in the Senior Legal Editor title; **or** equivalent legal experience.

Preference will be given to candidates with managerial experience. Familiarity with office automation and computer systems is desirable.

**DISTINGUISHING FEATURES OF WORK:**

The Assistant State Reporter is responsible for preparing for publication cases from the Court of Appeals, Appellate Division, and other complex cases that have been selected for publication. The Assistant State Reporter assists the Deputy State Reporter and the State Reporter in developing policy and implementing work procedures, supervising subordinate staff, and performing other related duties.

**ASSIGNMENT:**

Illustrative duties include but are not limited to: training and supervising Senior Legal Editors and Legal Editors, determining work priorities, monitoring progress, and evaluating staff performance; corresponding with judges to solicit case material and conferring with them concerning citations, facts, and editorial changes; supervising support staff; composing indices of cases for official reports and writing catchlines; preparing complex cases and headnotes for publication; assisting the Deputy State Reporter and the State Reporter in formulating policy decisions, implementing work procedures within the Law Reporting Bureau, and selecting cases for publication.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

WILLIAM J. HOOKS, 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.**

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**POSTING DATE:** February 23, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 16, 2015

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