



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 40040

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THE NEW YORK STATE LAW REPORTING BUREAU IS RECRUITING FOR ONE (1) POSITION IN THE LEGAL EDITOR 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:** LEGAL EDITOR **JG: 24**

**BASE SALARY:** \$71,185

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

While this is the minimum qualification for this title, consideration may be given to education and experience directly related to the assignment. Preference will be given to candidates displaying a knowledge of computer technology.

**DISTINGUISHING FEATURES OF WORK**

Under general supervision, Legal Editors edit and prepare court decisions for inclusion in the Official New York State Reports (Miscellaneous Reports, Appellate Division Reports, and New York Reports) and perform other related confidential duties.

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**POSITION TITLE:** ASSISTANT LEGAL EDITOR **JG: 21**

**BASE SALARY:** \$60,650

**QUALIFICATIONS:** Graduation from an accredited law school and admission to the New York State Bar within 18 months of appointment.

While this is the minimum qualification for this title, consideration may be given to education and experience directly related to the assignment. Preference will be given to candidates displaying a knowledge of computer technology.

**DISTINGUISHING FEATURES OF WORK**

Under direct supervision Assistant Legal Editors receive on-the-job instruction in all of the tasks involved in editing and preparing court decisions for inclusion in the official New York State Reports (Miscellaneous Reports, Appellate Division Reports, and New York Reports).

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**LOCATION:** NYS LAW REPORTING BUREAU  
ALBANY, NY

**CLASSIFICATION:** Exempt/Confidential

**ASSIGNMENT:** The Legal Editor position will primarily perform work connected with the checking and headnoting of court opinions for publication in the Official Reports. The position may involve drafting correspondence to Judges in connection with those opinions as well as other related duties.

**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  
ALBANY, NEW YORK 12207

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** May 22, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 15, 2015

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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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