UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51402

THE APPELLATE DIVISION, FIRST JUDICIAL DEPARTMENT IS RECRUITING FOR THREE (3) POSITIONS IN THE APPELLATE COURT ATTORNEY SERIES. THE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES.

POSITION TITLE: SENIOR APPELLATE COURT ATTORNEY **JG:** 28

BASE SALARY: $86,594 + $3,697 Location Pay

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Appellate Court Attorney title; or equivalent legal experience.

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

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

BASE SALARY: $101,593 + $3,697 Location Pay

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.

LOCATION: APPELLATE DIVISION, 1ST DEPARTMENT
27 Madison Avenue
New York, NY 10010

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT: Attorneys who hold a position in the Appellate Court Attorney series research and analyze legal issues, prepare preliminary reports and confidential memoranda, and review draft decisions and check them for accuracy of citations and conformance with the record on appeal. All positions require knowledge of the law and trial procedures, and the ability to organize, analyze and interpret legal issues, to write clear and concise prose, to communicate clearly and succinctly, and to maintain strict confidentiality.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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: **3**.

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 cover letter and resume to:

Susanna Molina Rojas
Clerk of the Court
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 15, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 29, 2014

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.