



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51508

POSITION TITLE: ASSISTANT DEPUTY CHIEF APPELLATE COURT ATTORNEY **JG: 32**

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT

BASE SALARY: \$ 109,411 + \$3,697 Location Pay

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and One year of service in the Principal Appellate Court Attorney title; or Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

Assistant Deputy Chief Appellate Court Attorneys serve in a confidential capacity and are responsible for assisting in administering the operations of Appellate Division Law Departments. Assistant Deputy Chief Appellate Court Attorneys are assigned to assist in supervision of appellate court attorney personnel. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction and also perform other related duties.

ASSIGNMENT:

This position is assigned to the Appellate Division, First Department, located at 27 Madison Avenue. Duties include but are not limited to: reviewing and editing orders prior to issuance on a confidential basis; examining orders for legal and factual accuracy and conformance with the motion papers and/or record on appeal; and conferring with judges on confidential legal questions and issues. Must have extensive knowledge of First Department procedures, practices and rules.

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: 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) and a 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: May 26, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 16, 2015

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.
