



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52521

**PROMOTIONAL OPPORTUNITY**

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**POSITION TITLE:** CHIEF APPELLATE COURT ATTORNEY **JG:** NS

**LOCATION:** APPELLATE DIVISION, 2<sup>ND</sup> JUDICIAL DEPARTMENT  
1 Pierrepont Plaza, Brooklyn, NY 11201

**BASE SALARY:** Salary Determined Upon Qualifications and Experience of Successful Candidates

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

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

**DISTINGUISHING FEATURES OF WORK:**

Chief Appellate Court Attorneys in the First and Second Departments serve in a confidential capacity and are responsible for developing policy, supervising, and administering the operations of the law departments in the Appellate Division of the First or Second Judicial Departments. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction. They also perform other related duties.

**ASSIGNMENT:**

The Chief Court Attorney is responsible for supervising approximately 60 court attorneys who work in the Court's Law Department. Those attorneys prepare a confidential report (bench memo) for the Appellate Division Justices on each appeal and original proceeding filed with the Court. The Chief Court Attorney's duties include, but are not limited to: assigning cases to the court attorneys, editing the court attorneys' work product, providing guidance on both procedural and substantive legal issues, keeping track of court attorney work load and quotas, preparing court attorney evaluations, interviewing prospective candidates for court attorney vacancies, working closely with the Clerk of the Court to, among other things, ensure the quality of the Law Department's work product, as well as its productivity, working with the Calendar Clerk to place appeals and original proceedings on the Court's calendars, and reviewing and approving court attorney time sheets. The successful candidate should possess superior managerial skills, a working knowledge of substantive law and appellate practice, good organizational skills and the ability to communicate and collaborate with subordinates as well as members of the Court's senior staff in a highly confidential environment.

**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:** NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

Appellate Division, 2<sup>nd</sup> Department  
45 Monroe Place  
Brooklyn, New York 11201  
Attention: Mary O'Donoghue, Human Resources Director

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

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**POSTING DATE:** June 22, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 14, 2015

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