



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52536

PROMOTIONAL OPPORTUNITY

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

LOCATION: APPELLATE DIVISION, 2ND JUDICIAL 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:

Assistant Deputy Chief Court Attorneys are responsible for assisting in the supervision of the 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 duties of the Assistant Deputy Chief Court Attorneys 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, and providing assistance in the hiring and training of new court attorneys. The Assistant Deputy Chief Court Attorneys work closely with the Chief Court Attorney and other members of the Court's senior staff in administering the operations of the Law Department and ensuring the quality of the Law Department's work product. 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 with 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 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:

Mary O'Donoghue, Human Resources Director
Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201

POSTING DATE: November 19, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 11, 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.
