



**EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT**

**State of New York
UNIFIED COURT SYSTEM
3RD JUDICIAL DEPARTMENT**

Posting No. 53203

The Appellate Division of the Supreme Court, Third Judicial Department, is currently seeking an attorney to be employed primarily in an administrative capacity in the Chambers of the Presiding Justice.

POSITION TITLE: **Special Projects Counsel (NS)**

LOCATION: Supreme Court, Appellate Division, Third Department
Robert Abrams Building for Law and Justice
Empire State Plaza
Albany, NY 12223
- and/or -
Chambers of Presiding Justice Karen K. Peters
Ulster County Courthouse
281 Wall Street
Kingston, NY 12401-3817

BASE SALARY: Salary commensurate with experience

CLASSIFICATION: Noncompetitive-Confidential

QUALIFICATIONS: Admission to the New York State Bar and five (5) years of relevant experience

**DISTINGUISHING FEATURES
OF WORK:**

A Special Projects Counsel, under the supervision of the Presiding Justice, Appellate Division and the Clerk of the Court, is responsible for facilitating coordination of various special legal and other programs and projects. The Special Projects Counsel performs other related duties as assigned.

ASSIGNMENT:

The individual hired for this position may be assigned a variety of administrative and legal duties, including but not limited to:

Review legal documents filed in connection with court proceedings, perform legal research and analysis, and write confidential legal memoranda.

Prepare administrative memoranda and reports.

Answer inquiries and consult with judges, court personnel, administrators, and others concerning special legal and other programs and projects.

Act as liaison with judges, other courts and units of the Unified Court System, public and private agencies, schools, and institutions to oversee and implement various projects and programs.

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this title. They may, however, include any other related duties as assigned by the Presiding Justice or the Clerk of the Court.

**KNOWLEDGE, SKILLS,
ABILITIES:**

Knowledge of the laws and rules governing civil practice, the New York State and Federal Constitutions, legal terminology, and forms.

Knowledge of mediation and other settlement negotiation techniques.

Knowledge of trial and hearing procedures.

Ability to analyze legal issues and identify relevant case opinions and facts.

Ability to communicate orally in a clear and succinct manner and to communicate legal and technical concepts to both lawyers and non-lawyers.

Ability to interpret laws, rules, and regulations.

Ability to handle sensitive matters on a confidential basis.

Ability to write clear and concise prose.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work being performed by persons assigned to these titles. They do not include all job duties performed by employees in these titles and every position does not necessarily require the same 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 these titles that may occur in this court or agency within the next six (6) months.

Special arrangements for the disabled may be made by contacting this office at 518-471-4777 prior to the interview.

Position(s) available at the present time 1.

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 from the UCS website at www.nycourts.gov), **a resume, a writing sample and salary requirement** to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P.O. Box 7288, Capitol Station
Albany, NY 12224

Applicants are encouraged to complete the EEO Data Collection Form.

POSTING DATE:

October 4, 2012

**APPLICATION MUST BE
POSTMARKED OR
RECEIVED BY:**

October 25, 2012

The New York State Unified Court System is an Equal Opportunity Employer. Women, minorities and individuals with disabilities are encouraged to apply.