



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53409

THE APPELLATE DIVISION OF THE SUPREME COURT, THIRD JUDICIAL DEPARTMENT IS RECRUITING FOR A POSITION IN THE COURT'S MOTION DEPARTMENT. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED. APPLICANTS SHOULD SPECIFY THE POSITION TITLE OR TITLES FOR WHICH THEY WISH TO BE CONSIDERED.

POSITION TITLE: APPELLATE COURT ATTORNEY **JG: 26**

BASE SALARY: \$77,718

QUALIFICATIONS: Admission to the New York State Bar.

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

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

BASE SALARY: \$86,594

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 Appellate Divisions and the Appellate Terms of the Supreme Court.

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

BASE SALARY: \$101,593

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 and questions for the court and perform other related duties.

LOCATION: SUPREME COURT APPELLATE DIVISION
THIRD JUDICIAL DEPARTMENT
ROBERT ABRAMS BUILDING FOR LAW AND JUSTICE
ALBANY, NEW YORK

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT: Attorneys assigned to the Motion Department review motions, applications and orders to show cause filed with the Court, research and analyze legal issues and prepare confidential memoranda and proposed decisions. They also correspond with attorneys and pro se litigants appearing before the Court and perform administrative functions related to the Court's Assigned Appellate Counsel Plan and the Court Examiner Program.

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 by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
State of New York
Supreme Court, Appellate Division, Third Judicial Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: OCTOBER 29, 2014**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** NOVEMBER 21, 2014

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