



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53411

The Presiding Justice of the Appellate Division of the Supreme Court, Third Judicial Department, is currently seeking applications for an attorney to be her personal law clerk. The Law Clerk to the Presiding Justice must be available to work at either the Presiding Justice's chambers in Kingston or in Albany.

A position will be filled in one of the following titles. Placement to any title will be based upon qualifications and experience.

POSITION TITLE: ASSOCIATE LAW CLERK TO APPELLATE DIVISION JUSTICE JG: 28

BASE SALARY: \$86,594

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Senior Law Clerk to Appellate Division Justice title; or equivalent legal experience

DISTINGUISHING FEATURES OF WORK:

Associate Law Clerk to Appellate Division Justice are responsible for researching and analyzing complex and difficult legal issues and questions for individual Appellate Division Justices. They also provide other personal and confidential assistance to individual Appellate Division Justices. Associate Law Clerks to Appellate Division Justice are appointed by the justice for whom they work; and serve at the justice's pleasure.

POSITION TITLE: PRINCIPAL LAW CLERK TO APPELLATE DIVISION JUSTICE JG: 31

BASE SALARY: \$101,593

QUALIFICATIONS: Admission to the New York State Bar and three (3) years of service in the Associate Law Clerk to Appellate Division Justice title; or equivalent legal experience

DISTINGUISHING FEATURES OF WORK:

Principal Law Clerks to Appellate Division Justice are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual Appellate Division Justices. They also provide other personal and confidential assistance to individual Appellate Division Justices. Principal Law Clerks to Appellate Division Justice are personally appointed by the justice for whom they work and serve at that justice's pleasure.

POSITION TITLE: SENIOR PRINCIPAL LAW CLERK TO APPELLATE DIVISION JUSTICE JG: 32

BASE SALARY: \$107,268

QUALIFICATIONS: Admission to the New York State Bar and three (3) years of service in the Principal Law Clerk to Appellate Division Justice title; or eight (8) years legal experience

DISTINGUISHING FEATURES OF WORK:

Senior Principal Law Clerks to Appellate Division Justice are responsible for researching and analyzing the most complex and sensitive legal issues and questions for individual Appellate Division Justices. They also provide other personal and confidential assistance to individual Appellate Division Justices. Senior Principal Law Clerks to Appellate Division Justices are personally appointed by the justice for whom they work and serve at their pleasure.

ASSIGNMENT:

The Law Clerk confers with and advises the Presiding Justice on legal issues. He or she will be responsible for researching and analyzing complex and intricate legal questions and preparing memoranda with recommendations. The Law Clerk is also responsible for drafting opinions, decisions, orders, correspondence and other written material, reviewing and verifying citations, and reviewing legal documents submitted in connection with matters before the Court. The Law Clerk may be called upon to consult with other Justices of the Court, their chambers staff and the Court's central legal staff on pending matters.

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: 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), a resume and a legal writing sample by e-mail to AD3-Employment@nycourts.gov or mail to:

HON. KAREN K. PETERS
PRESIDING JUSTICE
APPELLATE DIVISION, THIRD DEPARTMENT
ULSTER COUNTY COURTHOUSE
281 WALL STREET
KINGSTON, NEW YORK 12401-3817

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 1, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 15, 2014

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.
