



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53511

---

**POSITION TITLE:** SPECIAL PROJECTS COUNSEL **JG:** NS

**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
ALBANY, NY OR KINGSTON, NY

**BASE SALARY:** Salary Determined Upon Successful Candidate's Qualifications and Experience

**CLASSIFICATION:** NON-COMPETITIVE / 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 a Presiding Justice, Administrative Judge, District Executive, New York City Chief Clerk, or other court administrative personnel is responsible for facilitating coordination of various special legal and other programs and projects. The Special Projects Counsel assists with the development and administration of programs and performs other related duties as assigned.

**ASSIGNMENT:**

The Special Projects Counsel interacts with supervisors in all offices of the Appellate Division, including among others, the Committee on Professional Standards and the Independent Judicial Election Qualification Commissions, reviews reports concerning various aspects of the judicial arena, researches and analyzes complex legal and administrative issues and communicates with members of the Judiciary and individuals employed in the Unified Court System.

**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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview. 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter, resume and references by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

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

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

---

**POSTING DATE:** November 16, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 30, 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.**

---

---