



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54503

POSITION TITLE: DEPUTY CHIEF APPELLATE COURT ATTORNEY, FOURTH **JG: 33**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$ 115,611

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:

Deputy Chief Appellate Court Attorneys in the Third and Fourth Departments serve in a confidential capacity and are responsible for assisting in the development of policy and administering the operations of the law departments in these Appellate Divisions. Deputy Chief Appellate Court Attorneys supervise a staff of at least fifteen (15) appellate court assistant personnel. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction. They also perform other related duties.

ASSIGNMENT:

Prepare preliminary reports as assigned, prepare memoranda on motions pending before the Court; including research projects as assigned by the Presiding Justice, the Associate Justices, the Clerk of the Court or the Chief Appellate Court Attorney. Supervise and consult with Appellate Court Attorneys to assist them in preparing their preliminary reports; supervise secretarial staff and assign work as necessary.

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) and a resume to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 27, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 17, 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.
