



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54604_Extended

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

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$ 105,695

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and three 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.

ASSIGNMENT:

The attorney in this position will edit draft decisions of the Court. Duties include but are not limited to: reading all cases cited to check for contextual applicability and continuing validity; making grammatical, stylistic and organizational suggestions to the Court; and noting substantive questions and suggestions when applicable.

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. Special arrangements for the disabled may be made by contacting Human Resources at 585-530-3104 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) with a resume to:

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 5, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 3, 2016

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.
