



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54609

The Appellate Division, Fourth Department, is seeking applications for **TWO-YEAR CLERKSHIPS** in the Court's Legal Research Department. The positions filled will be in either of the following titles and the titles utilized will depend, in part, on the qualifications of the applicants selected. Applicants should specify the position title or titles for which they wish to be considered.

POSITION TITLE: ASSISTANT APPELLATE COURT ATTORNEY **JG: 23**

BASE SALARY: \$68,803

QUALIFICATIONS: Graduation from an accredited law school with an exceptional record of academic achievements such as being a member of the Law Review, graduating in the top 10% of the class, or graduating cum laude or magna cum laude, and admission to the New York State Bar within 18 months of appointment.

DISTINGUISHING FEATURES OF WORK

Assistant Appellate Court Attorneys receive on-the-job instructions in researching and analyzing legal issues and questions for the court and in performing other related duties. Assistant Appellate Court Attorneys serve in a confidential capacity and work under direct supervision in units located in the Appellate Divisions and the Appellate Terms of the Supreme Court.

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

BASE SALARY: \$80,857

QUALIFICATIONS: Admission to the New York State Bar

DISTINGUISHING FEATURES OF WORK

Appellate Court Attorneys researches 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.

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

CLASSIFICATION: Non-Competitive/Confidential - **TEMPORARY APPOINTMENT**

ASSIGNMENT

Duties include but are not limited to: researching and analyzing legal questions and issues, preparing preliminary reports and confidential memoranda, reviewing draft decisions and checking for accuracy of citations and conforming with the record on appeal.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to these titles. They do not include all job duties performed by employees in these titles and every position does not necessarily require the same 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 these titles that may occur in this Court or agency within the next six (6) months. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. Position(s) available at the present time: **4 - 8**. Initial interviews will be conducted through September 30, with finalist interviews scheduled between October 17, 2016 and October 27, 2016 to fill positions which will become available on or about July 31, 2017.

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 <http://nycourts.gov/careers/UCS5.pdf>) with resume, copy of law school transcript and writing sample to:

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: September 6, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 27, 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.
