



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54805

The Appellate Division, Fourth Judicial Department is recruiting for one (1) position in the Attorney series. The position filled will be in either of the following titles and the title utilized will depend, in part, on the qualifications of the applicant selected. Applicants should specify the position title or titles for which they wish to be considered.

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

BASE SALARY: \$109,970

QUALIFICATIONS: Applicants must be admitted to the New York State Bar and have two (2) years of service in the Associate Attorney title; or equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Principal Attorneys serve in a confidential capacity in Attorney Grievance or other such units where they research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Principal Attorneys may also assist in selecting and training new staff, developing and implementing policies and procedures and in handling day-to-day administrative matters. They may also work with advisory committees, assist with planning and executing educational programs, assist with resolving administrative problems, and serve as director of a departmental law guardian office.

POSITION TITLE: ASSOCIATE ATTORNEY **JG: 28**

BASE SALARY: \$93,733

QUALIFICATIONS: Applicants must be admitted to the New York State Bar and have two (2) years of service in the Senior Attorney title; or equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate Attorneys provide legal research and advocacy services in Attorney Grievance or other such units.

POSITION TITLE: SENIOR ATTORNEY **JG: 26**

BASE SALARY: \$84,122

QUALIFICATIONS: Applicants must be admitted to the New York State Bar and have two (2) years of service in the Attorney title; or equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior Attorneys provide legal research and advocacy services in Attorney Grievance or other such units.

LOCATION: ATTORNEY GRIEVANCE
BUFFALO, NY

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT: Duties include but are not limited to: reviewing allegations of misconduct by attorneys, organizing and supervising investigations, examining respondent attorneys and witnesses, preparing written reports and presenting cases before the Attorney Disciplinary Committees, preparing petitions charging professional misconduct, conducting evidentiary hearings before Judicial Hearing Officers, researching legal issues and preparing motions and legal memoranda, arguing motions and appeals before the Appellate Division, and lecturing regularly at Continuing Legal Education seminars on ethics.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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) with a cover letter and 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: April 26, 2018

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 17, 2018

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