



**STATE OF NEW YORK
UNIFIED COURT SYSTEM**

TITLE STANDARD:

**COUNSEL TO THE CHIEF JUDGE OF THE COURT
OF APPEALS**

Effective Date: 08/06/2009
Title Code Number: 9464205
Salary Grade: NS
Jurisdictional Classification: EX-CONF

DISTINGUISHING FEATURES OF WORK:

Under general direction, the Counsel to the Chief Judge of the Court of Appeals is responsible to the Chief Judge for researching and analyzing complex legal issues and questions. Counsel to the Chief Judge of the Court of Appeals works on a variety of legal issues and is responsible for providing confidential legal advice and guidance to the Chief Judge.

TYPICAL DUTIES:

Confers with and advises the Chief Judge on complex legal issues.

Researches and analyzes complex legal issues and prepares reports and confidential memoranda.

Provides confidential counsel and advice on legal matters.

Assists the Chief Judge in formulating, promulgating, and reviewing uniform court policy.

May serve as a liaison for the Chief Judge with court administrators and others.

May represent the Chief Judge in discussions with Executive Branch officials, legislators, bar associations, judicial groups, and the press.

May supervise legal, administrative, and clerical personnel.

Answers inquiries from court personnel, public officials, and the general public.

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 this title, and every position does not necessarily require these duties.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of the laws and rules governing civil and criminal practices, the New York State and Federal Constitutions; legal terminology and forms.

Ability to organize factual and legal data into clear and logical sequence.

Ability to handle sensitive matters on a confidential basis.

Ability to read and comprehend complex legal and other technical data.

Ability to analyze legal issues and identify relevant case opinions and facts.

Ability to write clear and concise prose.

Ability to communicate orally in a clear and succinct manner.

Ability to interpret laws, rules and regulations.

Ability to determine work priorities.

QUALIFICATIONS:

Admission to the New York State Bar and eight (8) years of relevant legal experience.