



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 53609

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**POSITION TITLE:** SENIOR ATTORNEY

**JG: 26**

**LOCATION:** APPELLATE DIVISION, 3<sup>RD</sup> DEPARTMENT  
ATTORNEY GRIEVANCE COMMITTEE - ALBANY, NY

**BASE SALARY:** \$80,857

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and 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 the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

**ASSIGNMENT:**

This position will be assigned to the Appellate Division, Third Judicial Department's Attorney Grievance Committee, which investigates complaints of professional misconduct filed against attorneys. Senior Attorneys, under the supervision of the Chief Attorney, will be expected to investigate, prepare and present cases before the Committee and at disciplinary hearings before referees, represent the Committee in attorney disciplinary proceedings before the Court and perform other assigned duties. Senior Attorneys should have exceptional analytical, writing and oral skills. Trial and/or administrative hearing experience is strongly preferred. A valid New York State driver's license and automobile are required.

**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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume, cover letter, references and writing sample by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** October 12, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 14, 2016

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