



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53411_Extended

The Appellate Division of the Supreme Court, Third Judicial Department, is seeking applications for a **TWO-YEAR CLERKSHIP** in the Court's Law Research Department, commencing in August 2025. 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: \$82,198

QUALIFICATIONS: Graduation from an accredited law school with an exceptional record of academic achievement 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: \$96,594

QUALIFICATIONS: Admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK: Appellate Court Attorneys research 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, THIRD DEPARTMENT
ALBANY, NEW YORK

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL - **TEMPORARY APPOINTMENT**

ASSIGNMENT: The individuals hired for these positions will research and analyze legal questions and issues, prepare preliminary reports and confidential memoranda, check for accuracy of citations, and perform other related duties as directed by the Chief Appellate Court Attorney, Deputy Chief Appellate Court Attorney, Deputy Clerk and/or Clerk of the Court.

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. Accommodations for people with disabilities may be arranged by contacting this office at 518-471-4730 prior to the interview. Position(s) available at the present time: 7.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to apply online at <https://www.nycourts.gov/ad3/careers>. Alternatively, interested persons may submit a resume, cover letter, law school transcript and legal writing sample and UCS-5 Application for Employment Form (obtainable from any administrative office in a court building or on the web) by email to AD3-LR-Recruiti@nycourts.gov or by mail to:

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

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: July 8, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 4, 2024

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.
