



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53417_Extended

THE APPELLATE DIVISION OF THE SUPREME COURT, THIRD JUDICIAL DEPARTMENT, IS CURRENTLY SEEKING APPLICATIONS FOR AN ATTORNEY IN THE COURT'S LAW RESEARCH DEPARTMENT. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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

BASE SALARY: \$126,728

QUALIFICATIONS: Admission to the New York State Bar; and Three years of service in the Senior Appellate Court Attorney title; or Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Principal Appellate Court Attorneys serve in a confidential capacity and are primarily responsible for assisting Chief Appellate Court Attorneys in the Appellate Division and Appellate Terms with the supervision and administration of their legal departments. Principal Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties.

POSITION TITLE: SENIOR APPELLATE COURT ATTORNEY **JG: 28**

BASE SALARY: \$107,629

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: Senior Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties. They serve in a confidential capacity and work under substantial independence from supervision in units located in the Appellate Divisions and Appellate Terms of the Supreme Court.

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
LAW RESEARCH DEPARTMENT
ALBANY, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position is in the Court's Law Research Department. Attorneys assigned to the Law Research Department research and analyze legal issues and questions presented in pending matters before the Court. They are responsible for preparing preliminary reports, memoranda, and other written work product for the Court, checking accuracy of style citation, and performing other related duties as directed by the Chief Appellate Court Attorney and Clerk of the Court.

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 people with disabilities may be made by contacting this office at 518-471-4730 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) and a cover letter, resume and references by email to 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 EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: September 25, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 13, 2024

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