



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53419

POSITION TITLE: SPECIAL PROJECTS COUNSEL **JG: NS**

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
CHAMBERS OF THE PRESIDING JUSTICE
ALBANY, NEW YORK

BASE SALARY: SALARY DETERMINED UPON SUCCESSFUL CANDIDATE'S QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and five (5) years of relevant experience

DISTINGUISHING FEATURES OF WORK: A Special Projects Counsel, under the supervision of a Presiding Justice, Administrative Judge, District Executive, New York City Chief Clerk, or other court administrative personnel is responsible for facilitating coordination of various special legal and other programs and projects. The Special Projects Counsel assists with the development and administration of programs and performs other related duties as assigned.

ASSIGNMENT: The Special Projects Counsel works out of the Presiding Justice's Chambers and interacts with supervisors in all offices of the Appellate Division, Third Department; reviews reports concerning various aspects of the judicial arena; researches and analyzes complex legal and administrative issues; acts as a liaison for the Presiding Justice with administrative staff on items under consideration by the Administrative Board; may be asked to assist the Presiding Justice in preparing both written and oral remarks she may be asked to give, and communicates with members of the Judiciary and individuals employed in the Unified Court System.

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. Position(s) available at the present time: 1. Accommodations for people with disabilities may be arranged 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: October 17, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 14, 2024

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