



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 53424\_Extended

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

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**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.

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**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 Court.

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**POSITION TITLE:** ASSISTANT APPELLATE COURT ATTORNEY **JG: 23**

**BASE SALARY:** \$82,198

**QUALIFICATIONS:** Graduation from an accredited law school with an exceptional record of achievement such as being a member of the law review, graduation in the top 10% of the class or graduating cum laude or magna cum laude, and admission to the New York State Bar within eighteen 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.

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**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
OFFICE OF THE LEGAL PROFESSION  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** This position is in the Court's Office of the Legal Profession (OLP) and assists the Court in the administration and disposition of matters on the Court's professional matters docket. Attorneys in this position prepare memoranda and other case materials for the Court's consideration in cases arising under the Uniform Rules for Attorney Disciplinary Matters (22 NYCRR) part 1240 and may assist the individual Justices of the Court in the drafting of Court decisions in such cases. OLP attorneys also regularly interact with the parties involved in professional matter litigation before the Court and assist members of the public with inquiries related to the regulation and oversight of the legal profession. Position may be eligible for 20% remote work as part of a pilot program; eligibility is at the discretion of the court and OLP and may be subject to change based upon the needs 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter, resume and references 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 EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** December 10, 2024    **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 28, 2025

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