



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 53502

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**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #53423 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.** THE APPELLATE DIVISION, 3<sup>RD</sup> DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE ATTORNEY SERIES. 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:** ASSOCIATE ATTORNEY **JG: 28**

**BASE SALARY:** \$107,629

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Senior Attorney title; **or** equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:** Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate 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.

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**POSITION TITLE:** SENIOR ATTORNEY **JG: 26**

**BASE SALARY:** \$96,594

**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.

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**POSITION TITLE:** ATTORNEY **JG: 23**

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

**QUALIFICATIONS:** Admission to the New York State Bar

**DISTINGUISHING FEATURES OF WORK:** Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

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**ASSIGNMENT:** This position will be assigned to the Court's Attorney Grievance Committee for the Third Judicial Department and be part of the professional staff for the Committee, which reviews and determines cases involving the professional misconduct of attorneys. The person assigned to this title will routinely investigate cases, conduct examinations of attorneys, prepare case summaries and other case materials, perform legal research and analysis, and present cases to the Committee. The person assigned to this title will represent the Committee in attorney disciplinary proceedings before the Court, and will routinely participate in general court practice, motion practice, disciplinary hearings, and oral arguments. The person assigned to this title should have exceptional legal research and analysis, legal writing and editing, oral advocacy skills, and the ability to manage a significant case load. May perform other related duties as assigned by the Chief Attorney. Litigation, trial, and/or administrative hearing experience are strongly preferred.

**LOCATION:** APPELLATE DIVISION, 3RD DEPARTMENT  
ATTORNEY GRIEVANCE COMMITTEE  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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 <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:** January 10, 2025      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 7, 2025

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