



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53507

POSITION TITLE: EXECUTIVE ASSISTANT, APPELLATE DIVISION **JG: NS**

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

BASE SALARY: \$157,000 - \$165,000
SALARY DETERMINED UPON SUCCESSFUL CANDIDATE'S QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Master's degree in Public or Business Administration from an accredited college or university, or a law degree from an accredited law school and five (5) years of relevant experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Executive Assistants, Appellate Division work under direct supervision of a Presiding Justice or Clerk of the Court providing managerial analysis of complex court operations and staff assistance to the Presiding Justice in the management of court activities. Executive Assistants, Appellate Division may be delegated responsibility for management of particular areas of court operations, may oversee special or on-going projects and prepare reports to the Presiding Justice.

ASSIGNMENT: The Executive Assistant, Appellate Division (referred to herein as the "Chief of Staff") will serve as the primary assistant to the Presiding Justice on policy issues. The focus will be improving access to rural representation, equal justice and access to justice issues generally, as well as civics education. The Chief of Staff will analyze complex legal and administrative issues, serve as a liaison for the Presiding Justice in a variety of settings with other court officials and legal professionals addressing the above-referenced policy issues. The Chief of Staff may also be asked to assist the Presiding Justice in preparing both written and oral communication, and will interact with other supervisory personnel within the Appellate Division, as well as Chambers staff on a regular basis. Legal research skills, specifically including review and research of legislative history as well as pending legislation, are necessary for the successful performance of the duties of the Chief of Staff. The role will involve other special projects to aid court operations as necessary, in addition to the above matters.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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: February 11, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 11, 2025

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.
