



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40047

POSITION TITLE: CHIEF COURT ATTORNEY TO COURT OF APPEALS **JG: NS**

LOCATION: COURT OF APPEALS
20 Eagle Street, Albany, New York

BASE SALARY: SALARY DETERMINED ON QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; **and** One year of service in the Senior Deputy Chief Court Attorney to Court of Appeals title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

The Chief Court Attorney to Court of Appeals serves in a confidential capacity and is responsible for supervising thirteen or more court attorneys, researching and analyzing legal issues and questions for the Court, and performing other related duties.

ASSIGNMENT:

Duties include but are not limited to: assigning work to court attorneys, editing their work, evaluating their performance, screening candidates for court attorney positions, supervising non-attorney personnel assigned to the Central Legal Research Staff, monitoring Central Legal Search Staff caseloads, and establishing work priorities. The applicant must demonstrate ability to handle sensitive matters on a confidential basis; train, supervise and coordinate the activities of a subordinate staff; edit and write clear, local and concise prose; and assess the merits of competing legal arguments.

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.

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 the application materials (including a statement of interest; resume; names, addresses and telephone numbers of three references; and the application may include a brief writing sample not edited by others) to:

John P. Asiello
Clerk of the Court
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 13, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 3, 2016

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.
