



PLEASE POST

APPELLATE DIVISION, FOURTH DEPARTMENT

EMPLOYMENT ANNOUNCEMENT



ANNOUNCEMENT NUMBER # 54103

THESE POSITIONS ARE TWO-YEAR JUDICIAL CLERKSHIPS IN THE APPELLATE DIVISION, FOURTH DEPARTMENT

**TITLE OF POSITION:** ASSISTANT APPELLATE COURT ATTORNEY (JG-23)

**BASE SALARY:** \$64,834

**QUALIFICATIONS:** Graduation from an accredited law school with an exceptional record of academic achievement such as being a member of the law review, graduating in the top 10% of the class or graduating cum laude or magna cum laude, and admission to the New York State Bar within 18 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.

**TITLE OF POSITION:** APPELLATE COURT ATTORNEY (JG-26)

**BASE SALARY:** \$76,195

**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 Supreme Court.

**LOCATION:** Appellate Division, Fourth Department  
50 East Avenue, Rochester, New York 14604

**CLASSIFICATION:** Non-competitive/Confidential - TEMPORARY

**ASSIGNMENT:** Research and analyze legal questions and issues, prepare preliminary reports and confidential memoranda, review draft decisions and check for accuracy of citations and conformance with the record on appeal.

**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 three (3) months. Special arrangements for the disabled may be made by contacting the Appellate Division Human Resources Office at (585) 530-3104 prior to the interview. Position(s) available at the present time: eight (8). **INITIAL INTERVIEWS WILL BE CONDUCTED THROUGH October 21, 2011, WITH FINALIST INTERVIEWS SCHEDULED BETWEEN October 24, 2011 and November 10, 2011 TO FILL A TOTAL OF 8 POSITIONS WHICH WILL BECOME AVAILABLE ON OR ABOUT AUGUST 2, 2012.**

**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 <http://www.nycourts.gov/careers/UCS5.pdf>) with resume, copy of law school transcript and writing sample to:

Craig D. Peterson, Esq., Chief Appellate Court Attorney  
Appellate Division, Fourth Department  
M. Dolores Denman Courthouse  
50 East Avenue, Suite 200  
Rochester, New York 14604

Applicants are encouraged to complete an EEO Data Collection form UCS-19X.

**POSTING DATE:** August 31, 2011      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 22, 2011

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER.  
WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.