



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54606

PROMOTIONAL OPPORTUNITY

POSITION TITLE: CHIEF APPELLATE COURT ATTORNEY **JG: NS**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: SALARY DETERMINED ON QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the New York State Unified Court System; **and** Admission to the New York State Bar and One year of service in the Deputy Chief Appellate Court Attorney title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

Chief Appellate Court Attorneys in the Third and Fourth Departments serve in a confidential capacity and are responsible for developing policy, supervising, and administering the operations of the law departments in the Appellate Division of the Third and Fourth Judicial Departments. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction. They also perform other related duties.

ASSIGNMENT:

The Chief Appellate Court Attorney is responsible for supervising approximately 25 court attorneys who work in the Court's Law Department. Duties include but are not limited to: supervising operations; developing policies and establishing procedures for staff and issuing guidelines for implementation; recruiting, hiring and training law assistants; assigning legal research and evaluating completed work; researching and analyzing complex legal issues and questions; preparing reports and confidential memoranda; conferring with attorneys on unusual or complex proceedings and reviewing legal documents filed in connection with such proceedings; analyzing and preparing written interpretation of statutes and rules for the guidance of judicial and non-judicial personnel; and overseeing the operation of case management systems.

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. Special arrangements for the disabled may be made by contacting Human Resources at 585-530-3104 prior to the interview. 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) with a resume to:

Mary L. Jones, Human Resources
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 1, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 15, 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.
