

**PLEASE POST**

ANNOUNCEMENT NO. 54610

PROMOTIONAL OPPORTUNITY

POSITION TITLE: ASSISTANT DEPUTY CHIEF APPELLATE COURT ATTORNEY **JG: 32**

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$111,602

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 Principal Appellate Court Attorney title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

Assistant Deputy Chief Appellate Court Attorneys serve in a confidential capacity and are responsible for assisting in administering the operations of Appellate Division Law Departments. Assistant Deputy Chief Appellate Court Attorneys are assigned to assist in supervision of appellate court attorney personnel. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction and also perform other related duties.

ASSIGNMENT:

Preparing preliminary reports as assigned, preparing memoranda on motions pending before the Court and performing research projects as assigned by the Presiding Justice, the Associate Justices, the Clerk of the Court, the Chief Appellate Court Attorney or the Deputy Chief Appellate Court Attorney. Supervising and consulting with Appellate Court Attorneys to assist them in preparing their preliminary reports; supervising secretarial staff and assigning work as necessary.

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: September 16, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 30 2016

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