

**PLEASE POST**

ANNOUNCEMENT NO. 54611

**PROMOTIONAL OPPORTUNITY****POSITION TITLE:** DEPUTY CHIEF APPELLATE COURT ATTORNEY, FOURTH DEPARTMENT **JG: 33****LOCATION:** APPELLATE DIVISION, FOURTH DEPARTMENT  
ROCHESTER, NY**BASE SALARY:** \$117,925**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:**

Deputy Chief Appellate Court Attorneys in the Third and Fourth Departments serve in a confidential capacity and are responsible for assisting in the development of policy and administering the operations of the law departments in these Appellate Divisions. Deputy Chief Appellate Court Attorneys supervise a staff of at least fifteen (15) appellate court assistant personnel. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction. They also perform other related duties.

**ASSIGNMENT:**

Prepare preliminary reports as assigned, prepare memoranda on motions pending before the Court and perform research projects as assigned by the Presiding Justice, the Associate Justices, the Clerk of the Court or the Chief Appellate Court Attorney. Supervise and consult with Appellate Court Attorneys to assist them in preparing their preliminary reports; supervise secretarial staff and assign 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 Mary L. Jones 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

Mary L. Jones, Human Resources  
Appellate Division, Fourth Department  
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 22, 2016**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 14, 2016

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