



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POSTANNOUNCEMENT NO. 40140

POSITION TITLE: DEPUTY CHIEF COURT ATTORNEY, COURT OF APPEALS **JG:** NS**LOCATION:** NEW YORK STATE COURT OF APPEALS
ALBANY, NY**BASE SALARY:** \$169,000 - \$175,000**CLASSIFICATION:** EXEMPT / CONFIDENTIAL**QUALIFICATIONS:** Admission to the New York State Bar and one year of service in the Senior Court Attorney to Court of Appeals title; or Equivalent legal experience.**DISTINGUISHING FEATURES OF WORK:** The Deputy Chief Court Attorney to Court of Appeals serves in a confidential capacity and assists the Chief Court Attorney to Court of Appeals in supervising court attorneys, researching and analyzing legal issues and questions for the Court, and performing other related duties.**ASSIGNMENT:** Responsibilities include, among others, 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, logical 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 a cover letter and resume by email to COAHR@nycourts.gov or by mail to:

Heather Davis, Esq.
Clerk, Court of Appeals
NYS Court of Appeals
20 Eagle Street
Albany, New York 12207

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: February 7, 2025**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 7, 2025

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