



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51415

POSITION TITLE: COUNSEL TO COMMITTEE ON CHARACTER AND FITNESS JG: NS

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT
OFFICE OF CHARACTER AND FITNESS
41 MADISON AVENUE, NEW YORK, NY

BASE SALARY: \$170,000 - \$190,000

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Law degree from an accredited law school and five (5) years of relevant work experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: The Counsel to the Committee on Character and Fitness administers the Committee that reviews the character and fitness of candidates for admission to the Bar. The Counsel supervises the processing of admission papers for attorneys who have passed the Bar, supervises the inquiry into applicants' fitness, and performs other related duties.

ASSIGNMENT: This position will be assigned to the Appellate Division, First Department in the Office of Character and Fitness. Duties include but are not limited to: establishing procedures for conducting character evaluations of lawyers seeking admission to the Bar; arranging meetings of the Character Committee and preparing minutes of proceedings; administering Committee activities and interpreting and applying statutes, rules and regulations; responding to inquiries and disseminating information on admission procedures.

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 ad1humanresources@nycourts.gov or mail to :

Kerry Bookstaver
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

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

POSTING DATE: June 11, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 9, 2024

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