



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 53410\_Extended

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**The Appellate Division of the Supreme Court, Third Judicial Department, is currently seeking applications for an attorney in the Court's Law Research Department.**

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**POSITION TITLE:** SENIOR APPELLATE COURT ATTORNEY JG: 28

**POSITION LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
LAW RESEARCH DEPARTMENT - ALBANY, NY

**BASE SALARY:** \$107,629

**CLASSIFICATION:** NON-COMPETITIVE CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years in the Appellate Court Attorney title **or** equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:** Senior Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties. They serve in a confidential capacity and work under substantial independence from supervision in units located in the Appellate Divisions and Appellate Terms of the Supreme Court.

**ASSIGNMENT:** This position is assigned to the Court's Law Research Department. Duties include but are not limited to: researching and analyzing legal issues and questions presented in pending matters before the court, preparing preliminary reports, memoranda, and other written work product for the court, checking accuracy of style citation, and performing other related duties as directed by the Chief Appellate Court Attorney and Clerk of the Court.

**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. Accommodations for people with disabilities may be arranged by contacting this office at 518-471-4730 prior to the interview.

**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 cover letter, resume and references by email to [AD3-Employment@nycourts.gov](mailto:AD3-Employment@nycourts.gov) or mail to:

Robert D. Mayberger  
Clerk of the Court  
Appellate Division, Third Department  
P. O. Box 7288, Capitol Station  
Albany, New York 12224

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)**

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**POSTING DATE:** May 28, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 15, 2024

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