



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 54503

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THE APPELLATE DIVISION, FOURTH JUDICIAL DEPARTMENT, IS CURRENTLY SEEKING APPLICATIONS FOR AN ATTORNEY IN THE COURT'S GRIEVANCE COMMITTEE. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES DEPENDENT UPON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED. APPLICANTS SHOULD SPECIFY THE POSITION TITLE OR TITLES FOR WHICH THEY WISH TO BE CONSIDERED.

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**POSITION TITLE:** ASSOCIATE ATTORNEY **JG: 28**

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

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

**DISTINGUISHING FEATURES OF WORK:** Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Service, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

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**POSITION TITLE:** PRINCIPAL ATTORNEY **JG: 31**

**BASE SALARY:** \$126,278

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Associate Attorney title; **or** Equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:** Principal Attorneys serve in a confidential capacity in the Mental Hygiene Legal Services, attorney disciplinary committees, departmental law-guardian offices, or other such units where they research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform related duties. Principal Attorneys may also assist in selecting and training new staff, developing and implementing policies and procedures and in handling day-to-day administrative matters. They may also work with advisory committees, assist with planning and executing educational programs, assist with resolving administrative problems, and serve as director of a departmental law guardian office.

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**LOCATION:** APPELLATE DIVISION, 4<sup>TH</sup> DEPARTMENT  
ATTORNEY GRIEVANCE COMMITTEE  
BUFFALO, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** Duties include but are not limited to: reviewing allegations of misconduct by attorneys; organizing and supervising investigations; examining respondent attorneys and witnesses; preparing written reports and presenting cases before the Attorney Disciplinary Committees; preparing petitions charging professional misconduct; conducting evidentiary hearings before Judicial Hearing Officers; researching legal issues and preparing motions and legal memoranda; arguing motions and appeals before the Appellate Division; and lecturing regularly at Continuing Legal Education seminars on ethics.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [cbaldino@nycourts.gov](mailto:cbaldino@nycourts.gov) or by mail to:

COLEEN M. BALDINO  
APPELLATE DIVISION, FOURTH DEPARTMENT,  
M DOLORES COURTHOUSE, 50 EAST AVENUE, SUITE 200  
ROCHESTER, NEW YORK 14604

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

**POSTING DATE:** February 4, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 4, 2025

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**The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.**

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