



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54001

The Appellate Division, Fourth Judicial Department is recruiting for one (1) position in the Appellate Court Attorney series. The position filled will be in either of the following titles and the titles utilized will depend, in part, on the qualifications of the applicant selected. Applicants should specify the position title or titles for which they wish to be considered.

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

BASE SALARY: \$112,170

QUALIFICATIONS: Admission to the New York State Bar and three (3) years of service in the Senior Appellate Court Attorney title; or equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Principal Appellate Court Attorneys serve in a confidential capacity and are primarily responsible for assisting Chief Appellate Court Attorneys in the Appellate Division and Appellate Terms with the supervision and administration of their legal departments. Principal Appellate Court Attorneys research and analyze complex legal issues for the court and perform other related duties.

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

BASE SALARY: \$95,606

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

DISTINGUISHING FEATURES OF WORK: Senior Appellate Court Attorneys research and analyze complex legal issues 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 Divisions and the Appellate Terms of the Supreme Court.

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT:

Research and analyze legal questions and issues, prepare preliminary reports and confidential memoranda, review draft decisions and check for accuracy of citations and conformance with the record on appeal.

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 the Human Resources Office of the Appellate Division, 4th Department 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) and cover letter with a resume to:

Coleen M. Baldino, 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: January 6, 2020

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 28, 2020

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.
