



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53102

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

**LOCATION:** APPELLATE DIVISION, THIRD DEPARTMENT  
ADMISSIONS OFFICE  
ALBANY, NY

**BASE SALARY:** \$114,413

**CLASSIFICATION:** Non-Competitive/Confidential

**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.

**ASSIGNMENT:** The attorney hired for this position will be the Director of the Attorney Admissions Office for the Third Department. The Director oversees the administration and processing of various applications related to the practice of law in New York, including character and fitness applications, applications for the appointment of law interns, in-house counsel registration and licensing as a legal consultant. In addition to overseeing the work of the entire Attorney Admissions Office, the Director may also review applicant qualifications, prepare memoranda for consideration by the Court and the Court's Character and Fitness Committees, communicate regularly with both entities, and respond daily to applicant inquiries. The Director is also involved in the planning and preparation required for the five attorney admissions ceremonies that the Court conducts each year, at which approximately 750 applicants are admitted to the New York State bar at each ceremony. The Director of the Attorney Admissions Office reports directly to the Court's Deputy Clerk and may also receive direction from the Clerk of the Court or his designee.

**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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications must 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 25, 2021

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 16, 2021

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