



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52575

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #52556 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

POSITION TITLE: ASSISTANT DEPUTY CHIEF APPELLATE COURT ATTORNEY **JG: 32**

LOCATION: APPELLATE DIVISION, SECOND DEPARTMENT
1 PIERREPONT PLAZA, BROOKLYN, NY 11201

BASE SALARY: \$137,325 + \$4,920 Location Pay

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and One year of service in the Principal Appellate Court Attorney title; or Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Assistant Deputy Chief Appellate Court Attorneys serve in a confidential capacity and are responsible for assisting in administering the operations of Appellate Division Law Departments. Assistant Deputy Chief Appellate Court Attorneys are assigned to assist in supervision of appellate court attorney personnel. They research and analyze complex legal issues and questions on appeal from courts of general jurisdiction and also perform other related duties.

ASSIGNMENT: Duties include but are not limited to: Supervising the Attorney Disciplinary Department by providing guidance on both procedural and substantive legal issues, assigning cases to the court attorneys, editing the court attorneys' work product, keeping track of court attorneys' workload, managing the attorney disciplinary calendar, and reviewing and processing reciprocal discipline and Special Referee appointment orders. Additionally, the Attorney maintains a personal case load requiring drafting of confidential memoranda for the Appellate Division Justices on attorney disciplinary/admission/reinstatement proceedings, and drafting orders and opinions. The position requires the ability to analyze hearing records (including bank and bookkeeping records), research and interpret legal issues, and to write clear and concise prose. Excellent supervisory, interpersonal, organizational and communication skills are required, as well as the ability to handle sensitive information in a highly confidential and timely manner.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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 resume and cover letter by email to AD2-Postings@nycourts.gov with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Human Resources Department

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

POSTING DATE: October 27, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 24, 2025

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.
