



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52601

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

**LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT  
141 LIVINGSTON STREET, 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:** The individual selected will serve as Deputy Chief Clerk for Legal Matters for the Appellate Term. This Deputy Chief Clerk reviews and performs legal research with respect to emergency applications to the Appellate Term (orders to show cause and applications pursuant to CPLR 5704 [b]) and makes recommendations to the reserve justices; serves as consultation clerk at court sittings (occasional travel required) and presents substantive motions to the panels; facilitates the publication of calendars and distribution of calendared appeals; reviews motion and appeal decisions/orders; researches and advises on procedural and legal issues; consults with the Law Department on legal questions relating to appeals and motions, and performs related duties as assigned. The Deputy Chief Clerk also provides general supervision of the Clerk's office by performing a variety of administrative and operational tasks, including the development of office procedures, staff development, employee evaluations, and Kronos.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [AD2-Postings@nycourts.gov](mailto: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:** January 15, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 12, 2026

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