



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53318

POSITION TITLE: SENIOR ATTORNEY **JG:** 26

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
ATTORNEY GRIEVANCE COMMITTEE, ALBANY, NEW YORK

BASE SALARY: \$93,782

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

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior 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.

ASSIGNMENT: This position will be assigned to the Court's Attorney Grievance Committee for the Third Judicial Department and be part of the professional staff for the Committee, which reviews and determines cases involving the professional misconduct of attorneys. The person assigned to this title will routinely investigate cases, conduct examinations of attorneys, prepare case summaries and other case materials, perform legal research and analysis, and present cases to the Committee. The person assigned to this title will represent the Committee in attorney disciplinary proceedings before the Court, and will routinely participate in general court practice, motion practice, disciplinary hearings, and oral arguments. The person assigned to this title should have exceptional legal research and analysis, legal writing and editing, oral advocacy skills, and the ability to manage a significant case load. May perform other related duties as assigned by the Chief Attorney. Litigation, trial, and/or administrative hearing experience are strongly preferred.

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 518-471-4730 prior to the interview.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to apply online at <http://www.nycourts.gov/ad3/EmploymentOpportunities.html>. Alternatively, interested persons may submit a resume, cover letter, law school transcript and legal writing sample and UCS-5 Application for Employment Form (obtainable from any administrative office in a court building or on the web) by email to AD3-employment@nycourts.gov or by 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 EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: August 15, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 12, 2023

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