UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52659

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: This position, under the supervision of the Chief Appellate Court Attorney, is part of a team who supervise over 60 court attorneys and 16 Mangano-Prudenti Fellows, assigned to the Court's Law Department, who prepare confidential reports (bench memos) for the Appellate Division Justices on appeals and original proceedings filed with the Court. This position's duties include, but are not limited to: assigning cases to court attorneys and Fellows; editing the court attorneys' and Fellows' work product; providing guidance on both procedural and substantive legal issues; overseeing court attorneys' and Fellows' assignments; assisting in the preparation of court attorney and Fellow evaluations; assisting in the scheduling of cases for oral argument; and interviewing candidates for court attorney vacancies and Fellow positions.

The successful candidate should possess strong managerial skills, a working knowledge of substantive law, expertise in appellate practice, including knowledge of the rules of the Appellate Division, Second Judicial Department, good organizational skills, facility with managing a heavy workload in a fast-paced environment, and the ability to communicate and collaborate with the Justices of the Court, colleagues, subordinates, and members of the Court's senior staff on sensitive matters in a highly confidential manner.

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**.

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), 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: September 22, 2026 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 20, 2026

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.