UCS- 23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52668

THE APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT IS RECRUITING FOR TWO (2) POSITIONS IN THE APPELLATE COURT ATTORNEY SERIES. THE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

POSITION TITLE: ASSISTANT APPELLATE COURT ATTORNEY **JG:** 23

BASE SALARY: $84,659 + $4,920 LOCATION PAY

QUALIFICATIONS: Graduation from an accredited law school with an exceptional record of academic achievement such as being a member of the law review, graduating in the top 10% of the class or graduating cum laude or magna cum laude, and admission to the New York State Bar within eighteen months of appointment.

DISTINGUISHING FEATURES OF WORK: Assistant Appellate Court Attorneys receive on-the-job instructions in researching and analyzing legal issues and questions for the court and in performing other related duties. Assistant Appellate Court Attorneys serve in a confidential capacity and work under direct supervision in units located in the Appellate Divisions and the Appellate Terms of the Supreme Court.

POSITION TITLE: APPELLATE COURT ATTORNEY **JG:** 26

BASE SALARY: $99,490 + $4,920 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar

DISTINGUISHING FEATURES OF WORK: Appellate Court Attorneys research and analyze legal issues and questions for the court and perform other related duties. They serve in a confidential capacity and work under supervision in units located in the Appellate Divisions and the Appellate Terms of the Supreme Court.

POSITION TITLE: SENIOR APPELLATE COURT ATTORNEY **JG:** 28

BASE SALARY: $110,853 + $4,920 LOCATION PAY

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

DISTINGUISHING FEATURES OF WORK: Senior Appellate Court Attorneys research and analyze complex legal issues and questions for the court and perform other related duties. They serve in a confidential capacity and work under substantial independence from supervision in units located in the Appellate Divisions and Appellate Terms of the Supreme Court.

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

BASE SALARY: $130,061 + $4,920 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar; and Three 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 and questions for the court and perform other related duties.

LOCATION: APPELLATE DIVISION, SECOND DEPARTMENT
APPELLATE TERM
1 WILLOUGHBY SQUARE, BROOKLYN, NY 11201

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The successful applicant will be assigned to the Appellate Term. Attorneys who hold a position in the Court Attorney series research and analyze legal issues, prepare preliminary reports and confidential memoranda, review draft decisions and check them for accuracy of citations and conformance with the record on appeal, and perform other work as assigned by the Chief Court Attorney. All positions require knowledge of the law and trial procedures, the ability to organize, analyze and interpret legal issues, to write clear and concise prose, to communicate clearly and succinctly, and to maintain strict confidentiality. Criminal law and/or landlord-tenant law experience a plus.

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: **2**

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 a 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 22, 2026 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 19, 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.