UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52663

POSITION TITLE: COUNSEL TO THE COMMITTEE ON CHARACTER AND FITNESS **JG:** NS

LOCATION: COMMITTEE ON CHARACTER AND FITNESS
335 ADAMS STREET, SUITE 2404
BROOKLYN, NEW YORK 11201

BASE SALARY: $170,000 - $190,000 + $4,920 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Law degree from an accredited law school and five (5) years of relevant work experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: The Counsel to the Committee on Character and Fitness administers the Committee that reviews the character and fitness of candidates for admission to the Bar. The Counsel supervises the processing of admission papers for attorneys who have passed the Bar, supervises the inquiry into applicants' fitness, and performs other related duties.

ASSIGNMENT: This position serves as Counsel to the Committee on Character and Fitness in the Appellate Division, Second Judicial Department. The responsibilities of the individual selected for this position include but are not limited to: Establishing procedures for conducting character evaluations of lawyers seeking admission to the New York State Bar; reviewing applications for admission on motion to the Bar of the State of New York, applications for admission as a legal consultant in the State of New York, and applications by attorneys suspended or disbarred seeking reinstatement; monitoring the progress of applications in all cases to ensure prompt determinations; scheduling and attending subcommittee hearings; assisting in the preparation of the agenda for full committee meetings and preparing minutes of those meetings; attending swearing-in ceremonies of Second Department applicants for admission to the New York State Bar; administering Committee activities and interpreting and applying statutes, rules, and regulations; training and supervising Committee staff members; and providing counsel on Bar admission matters to the Presiding Justice, the Clerk of the Court, and the Chief of Staff to the Presiding Justice. The successful applicant must possess strong supervisory, communication, and interpersonal abilities, and be able to maintain strict confidentiality.

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) and a cover letter and resume 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 1, 2026 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 29, 2026

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