



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 51616

POSITION TITLE: LEGAL ASSISTANT**JG: 14****LOCATION:** APPELLATE DIVISION, FIRST DEPARTMENT
180 MAIDEN LANE, NEW YORK**BASE SALARY:** \$51,923 + \$4,920 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL**QUALIFICATIONS:** High School diploma or the equivalent and two (2) years of general or legal secretarial experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Legal Assistants provide confidential secretarial and administrative support and perform related duties for attorneys and non-judicial administrators assigned to the Mental Hygiene Legal Service and the Grievance Committees. Working under direct supervision, they perform technical clerical and legal-support tasks involving case preparation, document review, scheduling, and other responsibilities essential to the efficient operation of these offices.

ASSIGNMENT: This position will provide support for the attorneys, and other staff, in the Attorney Grievance Committee office with respect to complaints of professional misconduct filed against attorneys. Duties include, but are not limited to, secretarial, administrative and clerical tasks, keyboarding, preparing, revising, editing, proofreading, and finalizing correspondence and legal documents, document organization and filing, case management system data entry and maintenance, opening and maintaining files including digital files, maintenance of calendars and tasks, answering and routing telephone calls, assistance with the management of cases and Committee agendas, interaction with Committee, and various other legal and administrative duties assigned by the Chief Attorney. Candidates must have exceptional keyboarding and organizational skills and be proficient with Microsoft Office Suite products. Legal secretarial/administrative experience and/or prior law office experience are 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.

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 by email to ad1humanresources@nycourts.gov or mail to:

Kerry Bookstaver
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: July 20, 2026**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 17, 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.