



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54616

The Appellate Division, Fourth Judicial Department, is seeking applications for **TWO-YEAR CLERKSHIPS** in the Court's Legal Research Department. The positions filled will be in either of the following titles and the titles used will depend, in part, on the qualifications of the applicants selected. Applicants should specify the position title or titles for which they wish to be considered.

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

BASE SALARY: \$84,659

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 25% 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

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.

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
ROCHESTER, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL – **TEMPORARY APPOINTMENT**

ASSIGNMENT: Duties include but are not limited to: researching and analyzing legal questions and issues; preparing preliminary reports and confidential memoranda; reviewing draft decisions; and checking for accuracy of citations and conformance with the record on appeal.

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: 8. Interviews will be conducted in the Fall of 2026 to fill positions commencing in August 2027.

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 <http://nycourts.gov/careers/UCS5.pdf>) with resume, cover letter, law school transcript and writing sample by email to mpendlet@nycourts.gov or by mail to:

Melissa A. Pendleton, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse, 50 East Avenue, Suite 200
Rochester, New York 14604

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: July 16, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 2, 2026

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