

NEW YORK STATE COURT OF APPEALS

PUBLIC NOTICE:

Appointment of State Reporter

Under the general supervision of the Court of Appeals, the State Reporter is responsible for all operations of the New York State Law Reporting Bureau. The State Reporter develops policy, implements work procedures, supervises a professional and clerical staff, oversees a public access website containing a collection of judicial decisions and related legal research tools and performs other related duties. The Law Reporting Bureau publishes decisions of the appellate courts of New York, and selects and publishes noteworthy decisions of the trial level courts. The Bureau produces over 19 bound volumes each year, as well as weekly advance sheets and maintains a public access website containing a collection of judicial decisions and related legal research tools. Duties include, but are not limited to: bidding, negotiating and implementing print and electronic publishing contracts; developing the Law Reporting Bureau's budget, administrative procedures and policies; managing the Law Reporting Bureau's day-to-day operations; reviewing editorial work prepared for inclusion in the official reports, and supervising the composition of indices and the compilation and publication of weekly advance sheets; and corresponding with Judges to solicit case material and conferring with Judges to verify facts, citations and editorial changes. Minimum qualifications for the position are: admission to New York State Bar or admission to the Bar of another State, with admission to the New York Bar within one year after appointment AND ten (10) years experience in the legal profession AND demonstrated experience managing a subordinate staff or substantial editorial experience, or a combination of the two, in a legal environment. The position offers a competitive salary based on qualifications and experience.

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, resume, at least three references and an unedited writing sample to:

**John P. Asiello, Clerk of the Court
NYS Court of Appeals
20 Eagle Street
Albany, NY 12207**

Applications must be postmarked or received by **January 2, 2019**.

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.