

STATE OF NEW YORK  
**UNIFIED COURT SYSTEM**  
25 BEAVER STREET  
NEW YORK, NEW YORK 10004  
TEL: (212) 428-2150  
FAX: (212) 428-2155

**JOHN W. McCONNELL**  
Counsel

**ANN PFAU**  
Chief Administrative Judge

March 4, 2010

Elena Ruth Sassower, Coordinator  
Center for Judicial Accountability, Inc.  
P.O. Box 3002  
Southampton, New York 11969

Dear Ms. Sassower:

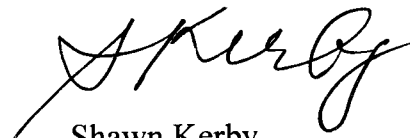
In response to your recent Freedom of Information Law ("FOIL") request for information for court attorneys, law clerks, and law secretaries, you have not specifically identified the title standards that you are requesting. As a sample of one of many title standards that could be responsive to your request, enclosed please find a copy of the title standard for an "Appellate Court Attorney." Please be aware that you may find the listing of the specific titles and their descriptions, including the salary grade, at our website, [www.courts.state.ny.us](http://www.courts.state.ny.us), by following the links to the title standards.

Once you identify those title standards of interest to you, you may find the salary schedule listed by grades at 22 NYCRR Part 107. For your information, you may find descriptions of the different jurisdictional classifications listed on the title standards at 22 NYCRR Part 25.

We have no existing records with regard to your remaining request for records pertaining to the procedures and forms for filing complaints of “incompetency and/or misconduct and corruption.” Please be advised that you may file complaints of misconduct or corruption with the Office of the Inspector General for the Unified Court System.

In addition, to the extent that it might be of interest to you, you may find the collective bargaining agreements for those represented employees on our website, which agreements set forth certain disciplinary procedures.

Very truly yours,

A handwritten signature in black ink, appearing to read "S. Kerby", written in a cursive style.

Shawn Kerby  
Assistant Deputy Counsel

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM**

<b>TITLE STANDARD:</b>	<b>APPELLATE COURT ATTORNEY</b>
------------------------	---------------------------------

**Effective Date:** 05/01/1990  
**Title Code Number:** 9443383  
**Salary Grade:** 26  
**Jurisdictional Classification:** NC-CONF

**DISTINGUISHING FEATURES OF WORK:**

Appellate Court Attorneys researchs 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.

**TYPICAL DUTIES:**

Researches and analyzes legal questions and issues, and prepares preliminary reports and confidential memoranda.

Reviews draft decisions and checks for accuracy of citations and conformance with the record of appeal.

*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 this title, and every position does not necessarily require these duties.*

**KNOWLEDGE, SKILLS, AND ABILITIES:**

Knowledge of the laws and rules governing civil, criminal and appellate

practice, the New York State and Federal Constitutions, legal terminology, and forms.

Knowledge of trial and hearing procedures.

Ability to write clear and concise prose.

Ability to organize factual and legal data into clear and logical sequences.

Ability to analyze legal issues and identify relevant case opinions and facts.

Ability to communicate orally in a clear and succinct manner.

Ability to interpret laws, rules, and regulations.

Ability to understand and follow oral and written instructions.

Ability to handle sensitive matters on a confidential basis.

<b>QUALIFICATIONS:</b>
------------------------

Admission to the New York State Bar.