



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 40162

POSITION TITLE: PRINCIPAL LAW REPORTING ASSISTANT **JG: 21**

LOCATION: NYS LAW REPORTING BUREAU
ALBANY, NEW YORK

BASE SALARY: \$76,112

CLASSIFICATION: EXEMPT-CONFIDENTIAL

QUALIFICATIONS: One (1) year in the Senior Law Reporting Assistant title; or Bachelor's degree from an accredited college or university and three (3) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under direction of the State Reporter and Deputy State Reporter, the Principal Law Reporting Assistant supervises the administrative operations of the New York State Law Reporting Bureau. They work with a substantial degree of independence and are responsible for leading the administration and oversight of the New York Official Reports publication process including coordinating staff and screening court submissions. The Principal Law Reporting Assistant leads projects requiring office-wide implementation including technical projects. As a team leader, they supervise Senior Law Reporting Assistants, Law Reporting Assistants, and Law Reporting Aides; assign and review their work; provide direction and training; evaluate performance; and perform other related duties.

ASSIGNMENT: Duties include, but are not limited to: administering print publication timetables and related processes; acting as a liaison with the commercial publisher; overseeing daily electronic publication, including implementing policies related to privacy guidelines, quality assurance, and compliance with accessibility standards; screening court submissions; leading or assisting with projects involving office-wide implementation, including technical projects; assisting with personnel administration, including time and leave recordkeeping, and hiring processes; assisting with resource acquisition and allocation; supervising subordinate staff, and evaluating their performance; performing preliminary styling of decisions to conform with official style; creating and editing hypertext markup language (HTML) versions of decisions and internal procedures documents; and maintaining office records.

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 LRBApplications@nycourts.gov or mail to:

THOMAS J.K. SMITH
STATE REPORTER
NYS LAW REPORTING BUREAU
17 LODGE STREET
CENTENNIAL HALL
ALBANY, NEW YORK 12207

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

POSTING DATE: May 4, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 1, 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.
