UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23305

POSITION TITLE: ASSISTANT LAW CLERK **JG:** 23

LOCATION: SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

BASE SALARY: $ 64,834 + $ 3,697 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Graduation from an accredited law school no more than three (3) years prior to appointment and admission to the New York State Bar within eighteen months of appointment.

DISTINGUISHING FEATURES OF WORK:
Assistant Law Clerks are appointed in the Civil Term by Justices of the Supreme Court or are assigned to Judges designated as Acting Supreme Court Justices for one or more full terms.[1] They research and analyze legal issues raised in complex civil term motions and are responsible for preparing memorandums, drafting orders, opinions and verifying citations. Assistant Law Clerks are appointed to a one year clerkship, renewable once, and are personally appointed by the Supreme Court Justice for whom they work and serve at their pleasure.

[1] Judges who appoint an Assistant Law Clerk agree to forego the appointment of a Secretary and waive the right to such an appointment under section 36 of the Judiciary Law for the period of service for the Assistant Law Clerk.

ASSIGNMENT:
This position is assigned to Justice Carol Edmead in New York County. This position is to start on or after September 3, 2013. Duties include but are not limited to assisting with court conferences, research and analyzing legal questions and issues, drafting opinions, decision, orders, jury charges correspondence, and other material, and various administrative/clerical duties.

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 http://www.nycourts.gov/careers/UCS5.pdf) and a resume, cover letter, and writing sample not exceeding ten pages by mail to:

HONORABLE CAROL EDMEAD
SUPREME COURT - CIVIL BRANCH, NEW YORK COUNTY
60 CENTRE STREET, ROOM 532
NEW YORK, NY 10007

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: JULY 1, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** JULY 23, 2013

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.