



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 30602

POSITION TITLE: PRINCIPAL COURT ATTORNEY **JG: 31**

LOCATION: SURROGATE'S COURT, NEW YORK COUNTY

BASE SALARY: \$ 103,625 + \$ 3,697 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Two (2) years of service in the Associate Court Attorney title; or Eight (8) years of relevant legal experience gained after admission to the New York State Bar

DISTINGUISHING FEATURES OF WORK:

Principal Court Attorneys serve in a confidential capacity and are responsible for overseeing the operations of special parts, terms or departments in courts with a service population exceeding 400,000. They assist the Chief Court Attorney or Supervising Court Attorney in formulation and implementation of office policy, supervision and administering the operations of a law department. Principal Court Attorneys research and analyze complex legal issues and questions for the court, may be designated to act as special referees and perform other related duties.

ASSIGNMENT:

This position will be assigned to the Law Department of Surrogate Nora S. Anderson. The attorney will act in a confidential capacity to the Surrogate and will assist the Surrogate with trials and hearings and advise her with respect to orders and decisions. Duties include but are not limited to: assisting in the formulation and implementation of office policy, supervising and administering the operations of the law department; researching and analyzing complex legal questions and issues; conducting hearings; drafting memoranda of law; drafting decisions and orders; conferencing cases with attorneys for litigants and/or with litigants themselves; and providing legal assistance to the Surrogate.

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) as well as a writing sample, contact information of three references and a resume by email to dsanabria@nycourts.gov or mail to:

DIANA SANABRIA
CHIEF CLERK
NEW YORK COUNTY SURROGATE'S COURT
31 CHAMBERS ST - Rm 303
NEW YORK, NEW YORK 10007

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 25, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 17, 2016

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.