



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12301

POSITION TITLE: PRINCIPAL LAW CLERK TO JUDGE **JG: 31**

LOCATION: COURT OF CLAIMS
WHITE PLAINS, NY

BASE SALARY: \$ 99,599 + \$3,697 LOCATION PAY

CLASSIFICATION: EXEMPT / CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Two (2) years of service in the Associate Law Clerk to Judge title; or Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK:

Principal Law Clerks to Judge are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Principal Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

ASSIGNMENT:

A Judge based in Westchester County seeks exceptional applicants with a minimum of five years commercial law experience at a major firm, judicial clerkship and/or appellate court law department as a senior judicial clerk. Duties include: research, drafting bench memoranda and decisions and case management primarily in complex commercial civil actions. Superior legal research and writing skills essential.

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 resume and writing sample to:

NY Supreme Court - Civil Term
Attn: Barbara Dowd
60 Centre Street, Room 615
New York, NY 10007

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 13, 2013 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 27, 2013

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