



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
NASSAU COUNTY

PLEASE POST
/10N ANNOUNCEMENT #10004

POSITION TITLE: COURT ATTORNEY JG: 23

LOCATION: DISTRICT ADMINISTRATION OFFICE, NASSAU COUNTY
100 SUPREME COURT DRIVE
MINEOLA, NEW YORK 11501

BASE SALARY: \$62,343 + LOCATION PAY: \$3,555

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: ADMISSION TO THE NEW YORK STATE BAR;
OR
GRADUATION FROM AN ACCREDITED LAW SCHOOL WITH AN EXCEPTIONAL RECORD OR ACADEMIC ACHIEVEMENT SUCH AS BEING A MEMBER OF THE LAW REVIEW, GRADUATING IN THE TOP 10% OF THE CLASS, OR GRADUATING CUM LAUDE OR MAGNA CUM LAUDE, AND ADMISSION TO THE NEW YORK STATE BAR WITHIN EIGHTEEN MONTHS OF APPOINTMENT.

DISTINGUISHING FEATURES OF WORK: Court Attorneys research and analyze legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts. They also perform other related duties. Court Attorneys serve in a confidential capacity and work for the court under supervision in units located in special parts of the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT: The Court Attorney will serve as coordinator of pro bono services for the 10th Judicial District, Nassau County. Responsibilities will include, but, not be limited to: developing and implementing plans for the recruitment of volunteer pro bono attorneys; developing, implementing and managing systems for client and case screening and intake; developing and implementing systems of case assignment and case management for tracking and overseeing all cases; coordinating services with bar associations, community groups and the judiciary; developing and implementing training and mentoring programs for volunteer pro bono attorneys and providing them with legal support services including assistance with legal research, preparation of court papers and consultation on specific cases; developing and implementing quality assurance programs; preparing grant applications and other activities related to obtaining funding for pro bono projects.

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 three (3) months. Position(s) available at the present time one: 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>) with a resume to:

PAUL LAMANNA, ESQ., DISTRICT EXECUTIVE
DISTRICT ADMINISTRATION OFFICE, NASSAU COUNTY
100 SUPREME COURT DRIVE
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: JANUARY 13, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: FEBRUARY 3, 2010

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