



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

PLEASE POST  
ANNOUNCEMENT NO. 20903

**THE POSITION WILL BE FILLED IN ONE (1) OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.**

**POSITION TITLE:** Court Attorney (Trial Part) to Acting Justice **JG: 24**

**BASE SALARY:** \$ 65,786 + LOCATION PAY \$3,555

**QUALIFICATIONS:** Graduation from an accredited law school; **and**  
Admission to the New York State Bar within eighteen (18) months of appointment.

**DISTINGUISHING FEATURES OF WORK:**

Court Attorneys (Trial Part) to Acting Justice, Part-Time are assigned to judges designated as Acting Justices of the Supreme Court for one or more full terms. Court Attorneys (Trial Part) to Acting Justice, Part-Time are responsible for researching and analyzing legal issues and questions and questions and for providing other personal and confidential assistance on a less than full-time basis to an Acting Justice of the Supreme Court under direct supervision.

**POSITION TITLE:** Senior Court Attorney (Trial Part) to Acting Justice **JG: 26**

**BASE SALARY:** \$73,264 + LOCATION PAY \$3,555

**QUALIFICATIONS:** Admission to the New York State Bar; **and**  
Two (2) years of relevant legal experience after admission to the Bar.

**DISTINGUISHING FEATURES OF WORK**

Senior Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme court for one or more full terms. Senior Court Attorneys (Trial Part) to Acting Justice work with substantial independence from supervision and are responsible for researching analyzing legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

**POSITION TITLE:** Associate Court Attorney (Trial Part) to Acting Justice **JG: 28**

**BASE SALARY:** \$81,632 + LOCATION PAY \$3,555

**QUALIFICATIONS:** Admission to the New York State Bar; **and**  
One year of service in the Senior Court Attorney (Trial Part) to Acting Justice title; **or**  
Equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK**

Associate Court Attorneys (Trial part) to Acting Justice are assigned full-time to judges designated as Acting Justices for one or more full terms. Associate Court Attorneys (Trial Part) to Acting Justice are responsible for researching ad analyzing complex and difficult legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

**POSITION TITLE:** Principal Court Attorney (Trial Part) to Acting Justice **JG: 31**

**BASE SALARY:** \$95,768 + LOCATION PAY \$3,555

**QUALIFICATIONS:** Admission to the New York State Bar; **and**  
Two (2) years of service in the Associate Court Attorney (Trial part) to Acting Justice title; **or**  
Equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK**

Principal Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justice of the Supreme Court for one or more full terms. Principal Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing uniquely intricate, complex, and sensitive legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

**LOCATION:** NEW YORK COUNTY, SUPREME COURT - CRIMINAL BRANCH

**CLASSIFICATION:** NON - COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** ACTING JUSTICE KIBBIE F. PAYNE  
NEW YORK COUNTY, SUPREME COURT - CRIMINAL BRANCH

**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: 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

Jack Baer  
Chief Clerk, Civil Court  
111 Centre Street - Room 1242B  
New York, NY 10013

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

**POSTING DATE:** August 19, 2009 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 9, 2009

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