



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23206

POSITION TITLE: PRINCIPAL LAW CLERK TO JUDGE **JG: 31**
(PART-TIME, 50%)
THURSDAYS, FRIDAYS, AND EVERY OTHER WEDNESDAY

LOCATION: SUPREME COURT - CIVIL TERM, NEW YORK COUNTY

BASE SALARY: \$ 99,599 @ 50% + LOCATION PAY \$3,697 @ 50%

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 after admission to the New York State Bar.

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:

This position is assigned to a Supreme Court Justice located in the Appellate Term, 1st Department. Duties include but are not limited to researching and analyzing legal questions and issues and preparing memoranda with recommendations and drafting opinions, decisions, orders, jury charges, correspondence, and other written material.

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: .5.

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) with a resume by email to WSHEPARD@courts.state.ny.us or mail to:

WILLIAM SHEPARD
SUPREME COURT - CIVIL BRANCH, NEW YORK COUNTY
60 Centre Street, Room 609
New York, NY 10007

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 20, 2012 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 11, 2012

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