



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23809

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

**LOCATION:** SUPREME COURT - CIVIL TERM, NEW YORK COUNTY

**BASE SALARY:** \$ 109,970 + LOCATION PAY \$4,100

**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.

Preference will be given to candidates with prior civil clerkship experience and/or experience in litigating civil cases in New York, including jury trials, and those with interest and experience in commercial law.

**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 personally appointed by the judge or judges for whom they work and serve at their pleasure.

**ASSIGNMENT:**

This position is assigned to Justice Nancy Bannon, Supreme Court Justice, New York County, and will commence immediately. Duties include but are not limited to researching and analyzing intricate, complex, and sensitive legal issues and questions; preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence, and other written material; conferring with lawyers on unusual or complex proceedings and reviewing legal documents; reviewing and verifying citations; conferring with and advising the judge on legal issues; arranging the judge's calendar and scheduling meetings and conferences; conducting discovery, pre-trial, and settlement conferences and supervising interns.

**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.

**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)) with a cover letter, resume and brief writing sample to [nbannon@nycourts.gov](mailto:nbannon@nycourts.gov) or mail to:

Justice Nancy Bannon  
Supreme Court - Civil Branch, New York County  
111 Centre Street - Room 448  
New York, NY 10013

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

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**POSTING DATE:** September 21, 2018 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 15, 2018

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