



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 24301

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THE SUPREME COURT, NEW YORK COUNTY - CRIMINAL TERM IS RECRUITING FOR ONE (1) POSITION IN THE LAW CLERK TO JUDGE SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**POSITION TITLE:** LAW CLERK TO JUDGE **JG: 24**

**BASE SALARY:** \$68,418 + \$3,697 Location Pay

**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:** Law Clerks to Judge are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an individual judge or judges under direct supervision. 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). Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

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**POSITION TITLE:** SENIOR LAW CLERK TO JUDGE **JG: 26**

**BASE SALARY:** \$76,195 + \$3,697 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Senior Law Clerks to Judge are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an individual judge or judges. Senior Law Clerks to Judge work with substantial independence from supervision and 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). Senior Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

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**POSITION TITLE:** ASSOCIATE LAW CLERK TO JUDGE **JG: 28**

**BASE SALARY:** \$84,897 + \$3,697 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar and three (3) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Associate Law Clerks to Judge are responsible for researching and analyzing complex and difficult legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Associate 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). Associate Law Clerks to Judge are personally appointed by the judge or judges for whom they work, and serve at their pleasure.

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

**BASE SALARY:** \$99,599 + \$3,697 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar and 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.

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**LOCATION:** SUPREME COURT, NEW YORK COUNTY - CRIMINAL TERM  
New York, New York

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume, cover letter, and two writing samples to:

HON. JUAN MERCHAN  
NYS SUPREME COURT, CRIMINAL TERM, NEW YORK COUNTY  
100 CENTRE STREET, 17<sup>TH</sup> FLOOR  
NEW YORK, NY 10013

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

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**POSTING DATE:** JULY 16, 2013

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** JULY 30, 2013

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

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