



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 30902

POSITION TITLE: CHIEF COURT ATTORNEY **JG: 33**

LOCATION: SURROGATE'S COURT, NEW YORK COUNTY

BASE SALARY: \$ 106,845 + LOCATION PAY \$3,555

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; **and**
Two (2) years of service in the Associate Court Attorney title; **or**
Eight (8) years of relevant legal experience gained after admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK:

Chief Court Attorneys serve in a confidential capacity and are responsible for supervising a law department consisting of eight (8) or more subordinate court attorneys, including Principal Court Attorneys and/or Court Attorneys-Referee, in courts with a service population exceeding 400,000. They make assignments, review work product, develop policy, oversee all law department operations, research and analyze complex legal issues and questions for the court and perform other related duties.

ASSIGNMENT: SURROGATE'S COURT, NEW YORK COUNTY

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) and a resume to:

JANE PASSEANT
CHIEF CLERK VI
SURROGATE'S COURT, NEW YORK COUNTY
31 CHAMBERS STREET - ROOM 303
NEW YORK, NY 10007

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 14, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 4, 2009

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