



**PLEASE POST**

**EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT**

UCS-23

**STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
3<sup>RD</sup> JUDICIAL DISTRICT**

**Announcement Number: 3902**

**POSITION TITLE: Support Magistrate JG: 31**

**LOCATION: Third Judicial District - Albany, Columbia, Greene, Rensselaer, Schoharie, Sullivan and Ulster Counties**

**BASE SALARY: \$95,768 Annual**

**CLASSIFICATION: Exempt / Confidential**

**QUALIFICATIONS:** Five (5) years of relevant legal experience gained after admission to the New York State Bar; or an equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Support Magistrates work under the direction of the Chief and Deputy Chief Family Court Magistrate concerning adherence to training, standards and administrative support. Under the general direction of an Administrative Judge, Support Magistrates serve in a confidential capacity and are responsible for conducting initial formal hearings to determine support proceedings, proceedings to determine paternity, and other matters within their authority, as defined by Section 439 of the Family Court Act. They conduct hearings, determine questions of fact and law, prepare findings of fact, and issue binding orders. They serve in a confidential quasi-judicial capacity for a term of three years, and may be reappointed for subsequent terms.

**ASSIGNMENT:** The above Support Magistrate position will perform all the duties listed above throughout the Third Judicial District. Travel throughout the seven counties is required.

**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 the same 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 is 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 <http://www.nycourts.gov/careers/UCS5.pdf> ) and/or a resume to:

Carol Schongar, District Executive  
Third Judicial District Administrative Office  
40 Steuben Street, 6<sup>th</sup> Floor  
Albany, NY 12207  
(518) 285-8300

**Upon receipt of the UCS-5 and /or resume, we will forward to you an Application for Appointment as a Support Magistrate and Waiver Forms. These forms must be completed and returned to the above address by August 19, 2009.**

Applicants are encouraged to complete the EEO Data Collection Form

**POSTING DATE: July 29, 2009**

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 19, 2009**

For employment opportunities in the Unified Court System, please go to [www.nycourts.gov](http://www.nycourts.gov)

The New York State Unified Court System is an Equal Opportunity Employer.

Women, Minorities, and Individuals with Disabilities are encouraged to apply.