



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
4TH JUDICIAL DISTRICT

PLEASE POST
ANNOUNCEMENT NO. **04912**

POSITION TITLE: COURT ATTORNEY (TRIAL PART) **JG:** 23

LOCATION: FOURTH JUDICIAL DISTRICT, 65 So. Broadway, Suite 101, Saratoga Springs, NY 12866

BASE SALARY: \$ 62,343 ANNUALLY

CLASSIFICATION: **Non-Competitive/Confidential**

QUALIFICATIONS: Graduation from and accredited law school and admission to the New York State Bar within eighteen months of appointment.

DISTINGUISHING FEATURES OF WORK:

Court Attorneys (Trial Part) research and analyze legal issues and questions and perform other related duties. They serve in a confidential capacity and under supervision for judges or groups of judges in Family and District Court; County and Surrogate's Courts in counties with populations less than 400,000; the Criminal Court and the Civil Court of the City of New York, and in City Courts with two or more full-time judges. Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

ASSIGNMENT: The appointee will draft confidential opinions, decisions, orders, jury charges and correspondence, review written material and verify citations. The appointee to this position will provide legal research assistance as directed by the Administrative Judge to City Courts within the 4th Judicial District. Applicants should be proficient with word processing programs and will be expected to receive assignments off-site, and respond electronically to the requests of various city court judges throughout the district.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume to:

SHERRY L. BARNUM, DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
65 SOUTH BROADWAY, SUITE 101
SARATOGA SPRINGS, NY 12866
518-285-5099

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 28, 2009 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 13, 2009

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