



**EMPLOYMENT
OPPORTUNITY**

State of New York
UNIFIED COURT SYSTEM
5TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER: 05004

POSITION TITLE: COURT ATTORNEY - REFEREE JG - 31

LOCATION: FIFTH JUDICIAL DISTRICT - ONONDAGA COUNTY SUPREME COURT
SYRACUSE, NEW YORK

BASE SALARY: \$99,599 ANNUALLY

CLASSIFICATION: NON COMPETITIVE - CONFIDENTIAL

The private practice of law is prohibited for the duration of the position.

QUALIFICATIONS:

Admission to the New York State Bar; **and** two years of service in the Associate Court Attorney title; **or** eight years of relevant legal experience gained after admission to the New York State Bar. While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

DISTINGUISHING FEATURES OF WORK:

Court Attorney-Referees act as special referees and research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT

Under the supervision of the Chief Clerk of Onondaga Supreme & County Courts, the Court Attorney-Referee will assist with development, implementation, and administration of a matrimonial screening program in Supreme Courts. Assists with design and implementation of special programs as directed by the Administrative Judge. Assists in the formulation and implementation of administrative and substantive policy. Makes suggestions to judges for improving court operations. Conducts hearings, swears witnesses, takes testimony and reports findings of facts to judge. Writes confidential legal memoranda. Will hear and report and determine cases assigned to him or her. Confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings. The Court Attorney-Referee will also provide coverage, as necessary, in the other Courts in the Fifth Judicial District. Travel is required. Duties will be discussed in greater detail at the time of the interview.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions, legal terminology, and forms. Knowledge of trial and hearing procedures. Ability to write clear and concise prose. Ability to organize factual and legal data into clear and logical sequences. Ability to analyze legal issues and identify relevant case opinions and facts. Ability to communicate orally in a clear and succinct manner and to communicate technical language to laymen. Ability to interpret laws, rules and regulations. Ability to establish work priorities. Ability to work independently. Ability to handle sensitive matters on a confidential basis. Experience in and a working knowledge of office automation using personal computers for data base, spread sheet and word processing applications is preferred (i.e. Windows 7.0 and Corel WordPerfect Suite).

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 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

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS MUST SUBMIT A UCS-5, "APPLICATION FOR EMPLOYMENT" FORM, (OBTAINABLE FROM ANY NY STATE COURT OFFICE OR www.nycourts.gov/careers/UCS5.pdf) AND RESUME TO:

MICHAEL A. KLEIN, ESQ.
DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT OFFICE
600 S. STATE STREET, ROOM 300
SYRACUSE, NEW YORK 13202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: AUGUST 25, 2010

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: SEPTEMBER 15, 2010

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