

PLEASE POST

EMPLOYMENT  
OPPORTUNITY

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 State of New York  
 UNIFIED COURT SYSTEM  
 5<sup>TH</sup> JUDICIAL DISTRICT

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**ANNOUNCEMENT NUMBER: 05011**


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

**LOCATION:** SYRACUSE CITY COURT, SYRACUSE, NEW YORK

**BASE SALARY:** \$64,834 ANNUALLY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

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

**QUALIFICATIONS:**

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

Researches and analyzes legal questions and issues. Confers with and advises judges on legal issues. Writes confidential legal memoranda and recommends decisions. Drafts confidential opinions, decisions, orders, jury charges, and correspondence. Reviews written material and verifies citations. Arranges and conducts conferences with litigants and other parties to action. Travel may be 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 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

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:

**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: **SEPTEMBER 29, 2010**

APPLICATION MUST BE POSTMARKED OR RECEIVED BY: **OCTOBER 20, 2010**

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