

PLEASE POST

EMPLOYMENT
OPPORTUNITY

 State of New York
 UNIFIED COURT SYSTEM
 5TH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER: 05904

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

LOCATION: CITY COURTS WITHIN THE 5TH JUDICIAL DISTRICT

BASE SALARY: \$62,343 ANNUALLY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

Court attorneys who are hired after January 1, 1998 may not engage in the practice of law outside the Unified Court System whether they work full time or part time.

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:

The appointee will draft confidential opinions, decisions, orders, jury charges and correspondence, review written material and verify citations for City Court Judges throughout the 5th Judicial District. The appointee to this position will provide legal research assistance as directed by the Administrative Judge and Supervising City Courts' Judge to City Courts within the 5th 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. Travel will 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 three 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 <http://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: **OCTOBER 21, 2009**

APPLICATION MUST BE POSTMARKED OR RECEIVED BY:

NOVEMBER 11, 2009

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