



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
SEVENTH JUDICIAL DISTRICT

**ANNOUNCEMENT #07018**

**POSITION TITLE:** COURT ATTORNEY - REFEREE **JUDICIAL GRADE:** 31

**LOCATION:** COURTS LOCATED WITHIN MONROE COUNTY  
HALL OF JUSTICE, ROCHESTER, NEW YORK

**BASE SALARY:** \$99,599 ANNUALLY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar; **AND** Two (2) years of service in the Associate Court Attorney title; **OR** Eight (8) 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 .

**TYPICAL DUTIES:** Court Attorney- Referees conduct hearings, swear witnesses, take testimony and report findings of facts to judge. They write confidential legal memoranda; draft confidential opinions; confer with lawyers on unusual or complex proceedings; and review legal documents filed in connection with such proceedings. Court Attorney-Referees must have knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions, legal terminology and forms.

**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. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242, prior to the interview.* 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**.

**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 at [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf) ), and a **resume** to:

NYS SEVENTH JUDICIAL DISTRICT

FAX # (585) 784-4231

ADMINISTRATION OFFICE, 99 EXCHANGE BLVD.

ROOM 161 HALL OF JUSTICE

ROCHESTER, NEW YORK 14614-2184

E-MAIL ADDRESS: [JOBS\\_7THJD@courts.state.ny.us](mailto:JOBS_7THJD@courts.state.ny.us)

Applicants are encouraged to complete an EEO Data Collection form UCS-19X.

DATE OF POSTING:  
SEPTEMBER 29, 2010

**APPLICATIONS 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