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EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



ANNOUNCEMENT #07020

State of New York
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

**CURRENTLY ONE POSITION EXISTS IN ROCHESTER CITY COURT, HALL OF JUSTICE, ROCHESTER.
THE POSITION TITLE WILL BE DETERMINED BASED UPON QUALIFICATIONS.**

POSITION TITLE: COURT ATTORNEY (TRIAL PART) **JUDICIAL GRADE:** 23
BASE SALARY: \$64,834 ANNUALLY **CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL
QUALIFICATIONS: Graduation from an accredited law school and admission to the New York State Bar within eighteen (18) 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 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.

POSITION TITLE: SENIOR COURT ATTORNEY (TRIAL PART) **JUDICIAL GRADE:** 25
BASE SALARY: \$72,285 ANNUALLY **CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL
QUALIFICATIONS: Admission to the New York State Bar; **AND** Two (2) years of service in any legal series title in the Unified Court System.

DISTINGUISHING FEATURES OF WORK: Senior Court Attorneys (Trial Part) work with substantial independence from supervision and responsible for researching and analyzing complex and difficult legal issues and questions and performing 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. Senior Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

POSITION TITLE: ASSOCIATE COURT ATTORNEY (TRIAL PART) **JUDICIAL GRADE:** 29
BASE SALARY: \$89,506 ANNUALLY **CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL
QUALIFICATIONS: Admission to the New York State Bar; **AND** Four (4) years of service in the Senior Court Attorney (Trial Part) title; **OR** Six (6) years of service in any legal series title in the Unified Court System.

DISTINGUISHING FEATURES OF WORK: Associate Court Attorneys (Trial Part) research and analyze complex and difficult 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. Associate Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to the 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), **a writing sample 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**

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

DATE OF POSTING: October 6, 2010

APPLICATIONS MUST BE POSTMARKED BY: OCTOBER 28, 2010