



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT

STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
SEVENTH JUDICIAL DISTRICT

**ANNOUNCEMENT #07910 - EXTENSION**

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

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

**BASE SALARY:** \$95,768 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 .

**ASSIGNMENT:** Under the direction of the Administrative Judge and the appropriate Supervising Judge, the incumbent of this position will preside over conferences in mortgage foreclosures involving the mortgagor and mortgagee in order to facilitate a recasting of the mortgage, if possible to allow the owner to remain in possession. Applicants should have significant experience in residential mortgage law representing both banks and consumers. They should also have extensive experience in civil litigation as the candidate selected will serve as a court mediator in Civil matters in the courts throughout the District. Extensive travel throughout the eight counties of the 7<sup>th</sup> Judicial District is required. Private practice of law will be prohibited. Candidates should have knowledge of/experience with Windows, word processing and other similar applications.

**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 promotional 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 that may occur in this title in the Seventh Judicial District within the next three (3) 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  
ADMINISTRATION OFFICE  
ROOM 161 HALL OF JUSTICE  
ROCHESTER, NEW YORK 14614-2184

FAX (585) 428-4064

E-MAIL ADDRESS:  
JOBS\_7THJD@courts.state.ny.us

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

DATE OF POSTING: **December 23, 2009** **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:**  
**January 20, 2010**

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