UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 8402

POSITION TITLE: SUPPORT MAGISTRATE **JG:** 31

POSITION LOCATIONS: ERIE COUNTY FAMILY COURT

BASE SALARY: $ 99,599

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Five (5) years of relevant legal experience, three (3) of which must be in New York State, gained after admission to the New York State Bar; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK:
Support Magistrates work under the direction of the Chief and Deputy Chief Family Court Magistrate concerning adherence to training, standards and administrative support. Under the general direction of an Administrative Judge, Support Magistrates serve in a confidential capacity and are responsible for conducting initial formal hearings to determine support proceedings, proceedings to determine paternity, and other matters within their authority, as defined by Section 439 of the Family Court Act. They conduct hearings, determine questions of fact and law, prepare findings of fact, and issue binding orders. They serve in a confidential quasi-judicial capacity for a term of three years, and may be reappointed for subsequent terms.

ASSIGNMENT:
Typical duties include but are not limited to: conducting hearings, researching and analyzing complex legal issues, reviewing legal documents, evaluating testimony and evidence, making findings of fact and conclusions of law and preparing detailed written decisions.

GENERAL INFORMATION:
The above statements are intended to describe the general nature and level of work 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**.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are encouraged to submit the UCS-5 Application For Employment form **and** the Support Magistrate application. These can be found at:
http://www.nycourts.gov/careers/UCS5.pdf and http://www.nycourts.gov/careers/SuppMagAppFillable.pdf and a resume to:

MARIE VILLARI - PRINCIPAL ADMINISTRATIVE ASSISTANT
8th JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NY 14202
(716) 845-2505

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: FEBRUARY 14, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** MARCH 7, 2014

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