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 State of New York  
 UNIFIED COURT SYSTEM  
 8<sup>TH</sup> JUDICIAL DISTRICT

# 08/9/21

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

LOCATION: NIAGARA COUNTY SURROGATE COURT

BASE SALARY : \$62,343 PER YEAR

CLASSIFICATION: NON-COMPETITIVE-CONFIDENTIAL  
 THE PRIVATE PRACTICE OF LAW BY THE APPOINTEE IS PROHIBITED.

QUALIFICATIONS: Graduation from an accredited law school and admission to the New York State Bar within 18 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 be expected to conduct pre-trial conferences and to deal directly with self-represented individuals with matters before the court. The position requires that the appointee have the ability to communicate clearly and succinctly in layperson's terms while maintaining strict neutrality and confidentiality. Applicants with knowledge of surrogate court laws, rules and procedures are preferred.

**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 (3) months. Special arrangements for the disabled may be made by contacting the 8<sup>th</sup> Judicial District Administrative Office at (716)845-2505 prior to the interview. Position(s) available at the present time: 1.

All INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE AT ANY ADMINISTRATIVE OFFICE IN A COURT BUILDING OR AT <http://www.nycourts.gov/careers/UCS5.pdf>) AND A RESUME TO:

Marie Villari  
 Sr. Management Analyst  
 8<sup>th</sup> District Administrative Office  
 92 Franklin St.  
 Buffalo, New York 14202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM  
 POSTING DATE: **NOVEMBER 11, 2009**

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: DECEMBER 3, 2009**  
**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.** For more information on career opportunities in the NYS Courts, please visit [www.nycourts.gov](http://www.nycourts.gov)