PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NO. 09018

POSITION TITLE: **COURT ATTORNEY-REFEREE** **JG-31**

LOCATION: **DUTCHESS FAMILY COURT**
50 MARKET STREET
POUGHKEEPSIE, NEW YORK 12601

BASE SALARY: **$99,599 + $1,848 LOCATION PAY**

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.

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 cites or in counties that have populations exceeding 400,000.

ASSIGNMENT:
Conducts hearings, swears in witnesses, takes testimony and reports findings of facts to judge; Researches and analyzes complex legal questions and issues; writes confidential legal memoranda; Drafts confidential opinions; Confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.

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 this title and every position does not necessarily require the same 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 depended 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 the court or agency within the next 3 months. 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 FROM ANY ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB AT http://www.nycourts.gov/careers/ucs5.pdf) AND RESUME TO:

HONORABLE ALAN D. SCHEINKMAN
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: JULY 21, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** AUGUST 11, 2010

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