UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26243

POSITION TITLE: ASSISTANT LAW CLERK **JG:** 23

LOCATION: SUPREME COURT, KINGS COUNTY - CIVIL TERM

BASE SALARY: $ 74,478 + $ 4,300 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Graduation from an accredited law school no more than three (3) years prior to appointment and admission to the New York State Bar within eighteen months of appointment; **or** Appointment within three (3) years of first admission to any bar in the United States.

DISTINGUISHING FEATURES OF WORK: Assistant Law Clerks are appointed in the Civil Term by Justices of the Supreme Court, are assigned to Judges designated as Acting Supreme Court Justices for one or more full terms, or are appointed by Justices in the Appellate Divisions, Court of Appeals, and NYC Surrogate's Courts.[1] They research and analyze legal issues raised in complex civil term motions and are responsible for preparing memoranda, drafting orders, opinions and verifying citations. Assistant Law Clerks are appointed to a one year clerkship, renewable twice, and are personally appointed by the Justice for whom they work and serve at their pleasure.

[1] Judges who appoint an Assistant Law Clerk agree to forego the appointment of a Secretary and waive the right to such an appointment under section 36 of the Judiciary Law for the period of service for the Assistant Law Clerk.

ASSIGNMENT: This position is assigned to the Hon. Genine D. Edwards. Duties include, but are not limited to: preparing confidential legal memoranda, conducting legal research, drafting orders and opinions, proofreading opinions, resolving scheduling issues with attorneys, and conducting discovery and alternative dispute resolution (ADR) conferences. Additional responsibilities include preparing motion calendars, responding to telephone calls, scheduling cases, monitoring the court's docket, and other administrative tasks.

PREFERRED SKILLS:
Superior research, writing, and verbal communication skills
Excellent interpersonal skills
Ability to work independently and part of a team
Ability to maintain confidentiality at all times
Strong attention to detail

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 six (6) months. Position(s) available at the present time: **1**.

APPLICATION PROCEDURES: All interested person 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 cover letter, resume, a law school transcript, and one writing sample via email to williamr@nycourts.gov with Subject: Application for Assistant Law Clerk.

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: September 12, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 31, 2022

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.