



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 30206_Extended

POSITION TITLE: ASSISTANT LAW CLERK **JG: 23****LOCATION:** NEW YORK COUNTY SURROGATE'S COURT**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 memorandums, 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.**ASSIGNMENT:** This position is assigned to the Surrogate Hilary Gingold. Duties include providing support and assistance to the Justice, as requested. Assistant Law Clerks research and analyze legal issues; draft opinions, decisions, orders, memoranda and correspondence; interact with supervisors of various departments; transmit files; participate in court conferences; and perform administrative and clerical duties necessary for the functioning of Chambers, including answering phone calls and processing signed decisions and orders.**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 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) a cover letter, a resume, law school transcript (unofficial) and writing sample by email to Diana Sanabria, Chief Clerk at dsanabri@nycourts.gov or by mail to:

Diana Sanabria
Chief Clerk
Surrogate's Court, New York County
31 Chambers Street, Suite 303
New York, NY 10007

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY 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: December 22, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 10, 2023

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.
