POSITION TITLE: PRINCIPAL COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE  
LOCATION: 4th JUDICIAL DISTRICT  
MONTGOMERY COUNTY FAMILY COURT  
BASE SALARY: $112,170  
CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL  
QUALIFICATIONS: Admission to the New York State Bar and Two (2) years of service in the Associate Court Attorney (Trial Part) to Acting Justice title; or Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Principal Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Principal Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing uniquely intricate, complex, and sensitive legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

ASSIGNMENT: This position is assigned to Hon. Philip V. Cortese, Acting Supreme Court Justice and Family Court Judge, Montgomery County. Duties include but are not limited to: researching and analyzing legal issues and questions; drafting opinions, decisions, orders, jury charges, correspondence, and other written material; conferring with lawyers on unusual or complex proceedings and reviewing legal documents; reviewing and verifying citations; conferring with and advising the judge on legal issues; arranging the judge's calendar and scheduling meetings and conferences; conducting discovery, pre-trial, and settlement conferences; and supervising judicial interns.

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. 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 resume, a cover letter and a writing sample to:

Hon. Philip V. Cortese  
Montgomery County Family Court  
Montgomery County Courthouse  
58 Broadway - P. O. Box 1500  
Fonda, NY 12068

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 18, 2019  APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 10, 2019

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