POSITION TITLE: COURT ATTORNEY - REFEREE JG: 31

LOCATION: 5th JUDICIAL DISTRICT
OSWEGO/JEFFERSON COUNTY FAMILY COURT

BASE SALARY: $112,170

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Three (3) 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 cities or in counties that have populations exceeding 400,000.

ASSIGNMENT:
Under the supervision of the District Administrative Judge’s Office and the Chief Clerk of Oswego or Jefferson County Family Court, the Court Attorney-Referee will hear and report or determine cases assigned. Cases include but are not limited to custody and visitation, cases in the Model Court for abused and neglected children, and cases involving temporary and permanent orders of protection. The Court Attorney-Referee will also provide coverage, as necessary, in the other Family Courts in the Fifth Judicial District. Travel is required.

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 must 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) and a resume to:

MICHAEL A. KLEIN, ESQ.
DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
600 SOUTH STATE STREET, ROOM 300
SYRACUSE, NEW YORK 13202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 2, 2019 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 23, 2019

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