



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 6237

**POSITION TITLE:** SUPPORT MAGISTRATE

**JG:** 31

**LOCATION:** 6<sup>TH</sup> JUDICIAL DISTRICT  
CORTLAND COUNTY

**BASE SALARY:** \$ 114,413

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Five (5) years of relevant legal experience, three (3) of which must be in New York State, gained after admission to the New York State Bar; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:**

Support Magistrates work under the direction of the Chief and Deputy Chief Family Court Magistrate concerning adherence to training, standards and administrative support. Under the general direction of an Administrative Judge, Support Magistrates serve in a confidential capacity and are responsible for conducting initial formal hearings to determine support proceedings, proceedings to determine paternity, and other matters within their authority, as defined by Section 439 of the Family Court Act. They conduct hearings, determine questions of fact and law, prepare findings of fact, and issue binding orders. They serve in a confidential quasi-judicial capacity for a term of three years, and may be reappointed for subsequent terms.

**ASSIGNMENT:** This position will be assigned to Cortland County and will also cover assignments in Chenango County. Typical duties include but are not limited to: conducting hearings, researching and analyzing complex legal issues, reviewing legal documents, evaluating testimony and evidence, making findings of fact and conclusions of law and preparing detailed written decisions. Travel is required.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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 the UCS-5 Application For Employment form **and** the Support Magistrate application. These can be found at: <http://www.nycourts.gov/careers/UCS5.pdf> and <http://www.nycourts.gov/careers/SuppMagAppFillable.pdf> and a cover letter and resume by email to <https://ww2.nycourts.gov/6jdjobs> or mail to:

ALANNA VROMAN  
HUMAN RESOURCES  
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
THE KILMER BUILDING  
31 LEWIS STREET, 5<sup>TH</sup> FLOOR  
BINGHAMTON, NY 13901

**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 20, 2022      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 17, 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.