THE 8th JUDICIAL DISTRICT IS RECRUITING FOR ONE (1) POSITION IN THE COURT ATTORNEY SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: ASSOCIATE COURT ATTORNEY JG - 30
BASE SALARY: $106,274
QUALIFICATIONS: Admission to the New York State Bar and Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK:
Associate Court Attorneys 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 and Surrogate’s Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

LOCATION:
8th JUDICIAL DISTRICT
ERIE SUPREME & COUNTY COURTS
CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL
ASSIGNMENT: This position will be assigned to the Legal Department at the Erie Supreme & County Court. Duties include but
are not limited to: foreclosure conferencing; researching and analyzing legal questions and issues; writing confidential legal
memoranda; drafting confidential opinions; and conferring with lawyers on unusual or complex proceedings and reviewing legal
documents filed in connection with such proceedings. In addition to working in Erie County, travel will be required to Chautauqua,
Cattaraugus, Genesee and Niagara Counties. More limited travel may be required to the remaining counties throughout the 8th
Judicial District.

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) and a resume and cover letter to:

DAWN LUKASIEWICZ
PRINCIPAL COURT ANALYST
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NY 14202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 6, 2019 APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 30, 2019

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.