



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52605

POSITION TITLE: ASSISTANT LAW CLERK **JG: 23**

LOCATION: APPELLATE DIVISION, 2ND DEPARTMENT
WHITE PLAINS, NY

BASE SALARY: \$ 67,452 + \$3,697 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL - TEMPORARY

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.

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.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 once, and are personally appointed by the Supreme Court Justice for whom they work and serve at their pleasure.

¹ Judges who appoint an Assistant Law Clerk agree to forego the appointment of a Secretary and waive the right to such an appointment under section 36 of the Judiciary Law for the period of service for the Assistant Law Clerk.

ASSIGNMENT:

Provide support and assistance to the Court as requested, including: 1) researching and analyzing legal issues; 2) reviewing confidential memoranda and proposed slip opinions prepared by the Law Department in anticipation of oral argument and disposition; 3) drafting opinions and memoranda; and 4) participating in court conferences. As the Assistant Law Clerk serves in place of a secretary, the applicant must also perform any administrative and clerical duties as may be necessary for the functioning of the Court. In addition, while Judge Connolly's Chambers are located in Westchester County in White Plains, New York, the Appellate Division, Second Department sits in Kings County. Therefore, the position may require some travel to New York City. Finally, applicants should be able to start work in early Spring 2016 (Late March-April).

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. 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 <http://www.nycourts.gov/careers/UCS5.pdf>) and resume with recent writing sample to Jeffrey Gasbarro, Principal Law Clerk, by e-mail at JGASBARR@NYCOURTS.GOV While Judge Connolly prefers electronic applications, you may mail your application materials to:

Honorable Francesca E. Connolly
111 Dr. Martin Luther King Jr. Blvd.
White Plains, New York 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: February 25, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 11, 2016

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