



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 9507

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**POSITION TITLE:** PRINCIPAL COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE **JG: 31**

**LOCATION:** 9<sup>th</sup> JUDICIAL DISTRICT  
WESTCHESTER SUPREME & COUNTY COURT

**BASE SALARY:** \$ 103,625 + \$3,697 LOCATION PAY

**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 after admission to the New York State Bar.

**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:**

Research and analyzes legal questions and issues and prepares memoranda with recommendations; Drafts opinions, decisions, orders, jury charges, correspondence and other written material; Confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings; Reviews and verifies citations; Confers and advises judge on legal issues; Arranges judge's calendar and schedules meetings and conferences; Conducts conferences with litigants and other parties to legal actions to clarify issues to be resolved or to settle cases.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

HONORABLE JANET C. MALONE  
ACTING SUPREME COURT JUSTICE  
WESTCHESTER SUPREME & COUNTY COURT  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** October 15, 2015

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 30, 2015

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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.

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