



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23506

POSITION TITLE: PRINCIPAL LAW CLERK TO JUDGE **JG: 31**

LOCATION: SUPREME COURT - CIVIL TERM, NEW YORK COUNTY

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

CLASSIFICATION: EXEMPT / CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and Two (2) years of service in the Associate Law Clerk to Judge title; or Five (5) years of relevant legal experience after admission to the New York State Bar.

Preference will be given to candidates with prior civil clerkship experience and/or experience in civil litigation in New York.

DISTINGUISHING FEATURES OF WORK:

Principal Law Clerks to Judge are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Principal Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

ASSIGNMENT:

This position is assigned to a judge presiding over a general IAS part that hears all types of proceedings. Duties include but are not limited to researching and analyzing intricate, complex, and sensitive legal issues and questions; preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence, and other written material; conferring with lawyers on proceedings and reviewing legal documents; reviewing and verifying citations; conferring with and advising the judge on legal issues; arranging the judge's calendar and scheduling meetings and conferences; and conducting discovery, pre-trial, and settlement conferences.

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) with a cover letter, resume, and brief writing sample by mail to:

Justice Shlomo Hagler
Supreme Court - Civil Branch, New York County
60 Centre Street - Room 631
New York, NY 10007

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 9, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 2, 2015

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