



PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
6<sup>TH</sup> JUDICIAL DISTRICT

**ANNOUNCEMENT NUMBER: 06020**

---

---

**POSITION TITLE:** COURT ATTORNEY - REFEREE JG-31

**LOCATION:** SIXTH JUDICIAL DISTRICT - BINGHAMTON, NEW YORK

**BASE SALARY:** \$99,599/ANNUALLY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL  
*PRIVATE PRACTICE OF LAW WILL BE PROHIBITED.*

**QUALIFICATIONS:** Admission to the New York State Bar; **and** two (2) years of service in the Associate Court Attorney title; **or** eight (8) years of relevant legal experience gained after Admission to the New York State Bar.

**EXTENSIVE TRAVEL THROUGHOUT THE TEN COUNTIES IN THE 6<sup>TH</sup> JUDICIAL DISTRICT IS REQUIRED. SOME EVENING HOURS WILL BE REQUIRED. CANDIDATES SHOULD HAVE WORKING KNOWLEDGE/EXPERIENCE IN COMPUTER APPLICATIONS.**

**DISTINGUISHING FEATURES OF WORK:**

Court Attorney-Referees act as special referees 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.

**ASSIGNMENT:**

Under the direction of the Administrative Judge, the appointee will spend approximately 50% of their time providing administrative and clerical support to the District with the Statewide Justice Courts Action Plan. The appointee will assist with scheduling, performing and reporting the needs assessments for all of the District's Town and Village Courts and recommendations for improvement in the following areas: technology, electronic recording of proceedings, justice court operations manuals, court interpreting, indigent defense, facility security and accessibility, auditing and financial control, education and accessibility, auditing and financial control, education and training. In addition, 50% of the appointee's time will be providing Supreme, County and Family Court Judges with assistance in case research and analysis.

**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 the same 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 is 1.

ALL INTERESTED PERSONS MEETING THE MINIMUM QUALIFICATIONS ARE ENCOURAGED TO SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY CITY OR COUNTY LEVEL COURT, FROM THE DISTRICT ADMINISTRATIVE OFFICE, OR OUR WEBSITE - <http://www.nycourts.gov/careers/UCS5.pdf>) AND A RESUME ELECTRONICALLY BY EMAIL TO [6JDHR@COURTS.STATE.NY.US](mailto:6JDHR@COURTS.STATE.NY.US), BY FAX TO (212) 295-4928 OR BY MAIL TO:

KAREN A. AMBROZIK, DISTRICT EXECUTIVE  
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
THE KILMER BUILDING  
31 LEWIS STREET, 5TH FLOOR  
BINGHAMTON, NEW YORK 13901  
(607) 240-5350

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

---

**Posting Date:** October 20, 2010      **Applications Must Be Postmarked or Received By:** November 12, 2010

---

**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

---

---