PLEASE POST

EMPLOYMENT OPPORTUNITY ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM
SEVENTH JUDICIAL DISTRICT

ANNOUNCEMENT # 07024

POSITION TITLE: SUPPORT MAGISTRATE **JUDICIAL GRADE**: 31

LOCATION: AUBURN, NEW YORK (CAYUGA COUNTY)

BASE SALARY: $99,599 ANNUALLY **CLASSIFICATION:** EXEMPT - CONFIDENTIAL

QUALIFICATIONS: Five (5) years of relevant legal experience gained after admission to the New York State Bar; **OR** An equivalent combination of education and experience. *While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.*

DISTINGUISHING FEATURES OF WORK: Support Magistrates work under the direction of the Chief and Deputy Chief Family Court Magistrate concerning adherence to training, standards and administrative support. Under the general direction of an Administrative Judge, Support Magistrates serve in a confidential capacity and are responsible for conducting initial formal hearings to determine support proceedings, proceedings to determine paternity, and other matters within their authority, as defined by Section 439 of the Family Court Act. They conduct hearings, determine questions of fact and law, prepare findings of fact, and issue binding orders. They serve in a confidential quasi-judicial capacity for a term of three years, and may be reappointed for subsequent terms.

TYPICAL DUTIES: Support Magistrates conduct hearings, rule on motions, examine witnesses, instruct parties as to their rights and rules on the admissibility of evidence; they research and analyze complex legal issues, evaluate testimony and evidence, make findings of fact and conclusions of law and prepare detailed written decisions. Support Magistrates must have knowledge of state and federal laws governing support and paternity proceedings, civil and criminal practice, the New York State and Federal Constitutions, administrative law, legal terminology and forms. They must also have the knowledge of Family Court rules, procedures and programs, as well as trial and hearing procedures.

ASSIGNMENT: The Person selected for this position may be assigned to any of the Family Courts (and required to travel) within the other seven (7) Counties of the Seventh Judicial District. *(Livingston, Monroe, Ontario, Seneca, Steuben, Wayne and Yates Counties)*

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 may be available and situated at a specific location, the appointee may be subject to reassignment to any position in the same title within this promotional unit, dependent upon the needs of the Unified Court System. *Special arrangements for the disabled may be made by contacting the 7th Judicial District's Human Resources Unit at (585) 454-4242,* ***prior to the interview.*** 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 for this position must submit an **"Application for Appointment as a Family Court Support Magistrate,"** (obtainable from any administrative office in a court building or on the web at www.nycourts.gov/careers/SuppMagAppFillable.pdf **), and a writing sample** to**:**

N. Y. S. SEVENTH JUDICIAL DISTRICT
ADMINISTRATION OFFICE
ROOM 161 HALL OF JUSTICE, 99 EXCHANGE BLVD.
ROCHESTER, NY 14614-2184

E-MAIL ADDRESS:
JOBS_7THJD@courts.state.ny.us

FAX: (585) 784-4231

Applicants are encouraged to complete an EEO Data Collection Form UCS-19X.

DATE OF POSTING:
October 27, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:
NOVEMBER 19, 2010

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