



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
8th JUDICIAL DISTRICT

Announcement #08008

POSITION: COURT ATTORNEY **JG: 23**

LOCATION: ERIE COUNTY SURROGATE COURT
92 FRANKLIN STREET
BUFFALO, NEW YORK 14202

BASE SALARY: \$64,834 PER YEAR
Applicants working in Attorney titles within the Unified Court System may begin at a higher grade level depending on years of service.

The appointee to this position will be prohibited from the private practice of law.

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; **or** Graduation from an accredited law school with an exceptional record or academic achievement such as being a member of the law review, graduating in the top 10% of the class, or graduating cum laude or magna cum laude, and admission to the New York State Bar within eighteen (18) months of appointment. 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: Court Attorneys research and analyze legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts. They also perform other related duties. Court Attorneys serve in a confidential capacity and work for the court under supervision in units located in special parts of the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT: The appointee will be expected to conduct pre-trial conferences and to deal directly with self-represented individuals with matters before the court. In addition, the position requires the ability to communicate clearly and succinctly in layperson's terms while maintaining strict neutrality and confidentiality. Applicants with knowledge of surrogate court laws, rules and procedures are preferred.

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

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and/or a resume to:

Marie Villari
Sr. Management Analyst
8th Judicial District Administrative Office
92 Franklin St.
Buffalo, New York 14202

Applicants are encouraged to complete the EEO data collection form.

POSTING DATE: **OCTOBER 7, 2010**
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: **OCTOBER 29, 2010**

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. Special arrangements for the disabled may be made by contacting the 8th Dist. Admin. Office at (716)845-2505. For more information on career opportunities in the NYS Courts, please visit www.nycourts.gov