



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

STATE OF NEW YORK
UNIFIED COURT SYSTEM
8TH JUDICIAL DISTRICT

ANNOUNCEMENT # 08009

POSITION TITLE: COURT ATTORNEY (TRIAL PART) JG: 23

LOCATION: NIAGARA FALLS CITY COURT
1925 MAIN ST., NIAGARA FALLS, NY 14305

BASE SALARY: \$64,834 PER YEAR

CLASSIFICATION: NON-COMPETITIVE/ CONFIDENTIAL
THE PRIVATE PRACTICE OF LAW BY THE APPOINTEE IS PROHIBITED.

QUALIFICATIONS: Graduation from an accredited law school 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 (Trial Part) research and analyze legal issues and questions and perform other related duties. They serve in a confidential capacity and under supervision for judges or groups of judges in Family and District Court; County and Surrogate's Courts in counties with populations less than 400,00; the Criminal Court and the Civil Court of the City of New York, and in City Courts with two or more full-time judges. Court Attorneys (Trial Part), may be assigned to duties designated as Acting Justices of the Supreme Court for one full term or less.

ASSIGNMENT: The appointee will draft confidential opinions, decisions, orders, jury charges and correspondence, review written material and verify citations. The appointee to this position will provide legal research assistance as directed by the Chief Judge.

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. Special arrangements for the disabled may be made by contacting the 8th Judicial District Administrative Office at (716)845-2505 prior to the interview. 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 AT ANY ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB <http://www.nycourts.gov/careers/UCS5.pdf>) AND A RESUME TO:

Marie Villari
Sr. Management Analyst
8th 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. For more information on career opportunities in the NYS Courts, please visit www.nycourts.gov