UCS-23

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT

State of New York
UNIFIED COURT SYSTEM
8TH JUDICIAL DISTRICT

ANNOUNCEMENT #08012

POSITION TITLE: COURT ATTORNEY - REFEREE JG: 31

LOCATION: 8TH JUDICIAL DISTRICT SUPREME COURT

BASE SALARY: $99,599 PER YEAR

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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

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 Attorney-Referees act as special referees and research 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 from supervision in units located in the Court of Claims or special parts in the Supreme Court or in the County, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT:
The appointee's assignment will be at the direction of the Administrative Judge and the Supervising Judge of Matrimonial and Family Courts for the 8th Judicial District. The duties will include assisting with matrimonial, family and other civil legal matters for the Supreme Court in the 8th Judicial District. Travel between several counties may be required. Candidates with practice and knowledge of Matrimonial and Family Court Laws 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 this 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 these 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 a resume to:

Marie Villari
8th Judicial District Administrative Office
Human Resources Unit - 3rd Floor
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 Judicial District Administrative Office at (716)845-2505 prior to interview. For more information on career opportunities in the NYS Courts, please visit **www.nycourts.gov**