

PLEASE POST

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT



STATE OF NEW YORK
UNIFIED COURT SYSTEM
NINTH JUDICIAL DISTRICT

ANNOUNCEMENT NUMBER 09044

POSITION TITLE: ASSOCIATE COURT ATTORNEY (TRIAL PART) **JG: 29**

BASE SALARY: \$89,506 + Location Pay 3,697

QUALIFICATIONS: Admission to the New York State Bar; and Four years of service in the Senior Court Attorney (Trial Part) title; or Six (6) years of service in any legal series title in the Unified Court System.

DISTINGUISHING FEATURES OF WORK: Associate Court Attorneys (Trial Part) research and analyze complex and difficult 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 400,000; the Criminal Court and the Civil Court of the City of New York, and in City Courts with two or more full-time judges. Associate Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

POSITION TITLE: SENIOR COURT ATTORNEY (TRIAL PART) **JG: 25**

BASE SALARY: \$72,285 + Location Pay 3,697

QUALIFICATIONS: Admission to the New York State Bar; and Two years of service in any legal series title in the Unified Court System.

DISTINGUISHING FEATURES OF WORK: Senior Court Attorneys (Trial Part) work with substantial independence from supervision and are responsible for researching and analyzing complex and difficult legal issues and questions and performing 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 400,000; the Criminal Court and the Civil Court of the City of New York, and in City Courts with two or more full-time judges. Senior Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

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

BASE SALARY: \$64,834 + Location Pay 3,697

QUALIFICATIONS: Graduation from an accredited law school and admission to the New York State Bar within eighteen months of appointment.

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 400,000; 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 judges designated as Acting Justices of the Supreme Court for one full term or less.

LOCATION: WESTCHESTER FAMILY COURT
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

WESTCHESTER FAMILY COURT HAS (3) LOCATIONS: WHITE PLAINS, YONKERS AND NEW ROCHELLE. ASSIGNMENT CAN BE IN ANY OF THE 3 FAMILY COURTS. PLEASE CONSIDER THIS WHEN APPLYING FOR THIS POSITION.

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: Researches and analyzes legal questions and issues; Confers with and advises judges on legal issues; Writes confidential legal memoranda and recommends decisions; Drafts confidential opinions, decisions, orders, jury charges, and correspondence; Arranges and conducts conferences with litigants and other parties to action.

**** While there is *only one position*, individuals *currently employed* in a legal title in the Unified Court System, may be considered for employment at a higher level in the Senior Court Attorney (TP) or Associate Court Attorney (TP) title, based on the requirements for the position.**

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 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 depended 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 the 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 E-MAIL TO 9JDeploymentapps@nycourts.gov OR SUBMIT A UCS-5 APPLICATION FOR EMPLOYMENT FORM (OBTAINABLE FROM ANY ADMINISTRATIVE OFFICE IN A COURT BUILDING OR ON THE WEB AT <http://www.nycourts.gov/careers/ucs5.pdf>) AND RESUME TO:

HONORABLE ALAN D. SCHEINKMAN
ADMINISTRATIVE JUDGE - 9TH JUDICIAL DISTRICT
WESTCHESTER COUNTY COURTHOUSE
111 DR. MARTIN LUTHER KING JR. BLVD.
WHITE PLAINS, NEW YORK 10601

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM

POSTING DATE: NOVEMBER 3, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: NOVEMBER 26, 2010

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