



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 10416

POSITION TITLE: COURT ATTORNEY - REFEREE

JG: 31

LOCATION: 10TH JUDICIAL DISTRICT
NASSAU COUNTY SUPREME COURT

BASE SALARY: \$ 126,278 + \$ 4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Three (3) 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.

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 County, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT: This position will be located in the Supreme Court in Mineola. Duties and responsibilities include but are not limited to: conducting hearings to either hear and report or hear and determine a broad range of issues in accordance with a reference; taking testimony and reporting findings of facts to judges; qualifying as a Small Claims Assessment Hearing (SCAR) Officer and undertaking SCAR hearings; undertaking line by line review of signatures at the Board of Elections related to election law disputes; researching and analyzing complex legal questions and issues; conferencing and mediating disputes and resolving motions; resolving discovery, scheduling and other case management disputes; assisting with trial scheduling objectives; conducting mandatory foreclosure conferences; writing confidential memoranda and drafting/reviewing determinations, orders and/or opinions.

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.

APPLICATION PROCEDURES: 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 at www.nycourts.gov/careers/UCS5.pdf) and a resume and cover letter by email to NassauPostings@nycourts.gov or by mail to:

PAUL LAMANNA
DISTRICT EXECUTIVE
DISTRICT ADMINISTRATIVE OFFICE
100 SUPREME COURT DRIVE, ROOM 136
MINEOLA, NEW YORK 11501

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: April 30, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 28, 2024

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.