



UCS- 23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1109

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**POSITION TITLE:** LEGAL FELLOW **JG: 23**

**LOCATION:** OFFICE OF COURT ADMINISTRATION  
Courts Outside of NYC

**BASE SALARY:** \$74,478 + (\$4,300 location pay in Nassau, Suffolk, Westchester, Rockland County)  
(\$2,150 location pay in Dutchess, Putnam, Orange County)

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL - **Temporary 1-Year Fellowship** (renewable for up to one year)

**QUALIFICATIONS:** Receipt of a Juris Doctor degree from a fully accredited law school. Applicants must anticipate graduation from law school by August 2021, or have graduated no more than 3 years prior to May 2021.

**PROGRAM OVERVIEW:**

The New York State Unified Court System is offering one year Legal Fellowships to recent law school graduates interested in pursuing a legal career in public service. Legal Fellows are assigned to work in judicial offices, assisting with legal research and writing. These assignments will offer valuable professional legal experience to new attorneys while also exposing them to judicial decision making and court operations.

The Legal Fellows Program also will offer a special window into the justice system. Forums will be conducted for the Legal Fellows to meet with judges, elected officials, government appointees and public policy makers to learn about their work in public service as well as their individual professional experiences. Together with the Fellowship assignments, these forums will provide practical insight into the courts and professional opportunities in the legal system.

One Year (12 months) Fellowships begin in September 2021. Fellowship opportunities will be available throughout the state. A comprehensive state employment benefits package will be available. **Fellowships are renewable for one year at the discretion of the Franklin H. Williams Judicial Commission.**

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are required to submit an application package to [FHWilliams@nycourts.gov](mailto:FHWilliams@nycourts.gov) including:

- 1) Cover letter indicating preference of location
- 2) Resume
- 3) Law school transcript (unofficial copies will suffice)
- 4) Legal writing sample (unedited)
- 5) Two recent letters of recommendation from law school professors (if you have been practicing law following receipt of a J.D. degree, letters from legal employers may be substituted):

Mary Lynn Nicolas-Brewster  
Executive Director, Franklin H. Williams Judicial Commission  
Office of Court Administration  
25 Beaver Street, Room 861  
New York, NY 10004

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

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**POSTING DATE:** July 1, 2021

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 30, 2021

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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.

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