



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 11206

**POSITION TITLE:** SUPERVISING COURT ATTORNEY **JG: 32**

**LOCATION:** 10<sup>th</sup> JUDICIAL DISTRICT - SUFFOLK COUNTY  
SURROGATE'S COURT

**BASE SALARY:** \$ 120,803 + \$ 4,300 LOCATION PAY

**CLASSIFICATION:** EXEMPT/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:** Supervising Court Attorneys serve in a confidential capacity and are responsible for supervising a law department consisting of three (3) or more subordinate court attorneys, including Principal Court Attorneys and/or Court Attorneys-Referee, in courts with a service population exceeding 400,000. They make assignments, review work product, develop policy, oversee all law department operations, research and analyze complex legal issues and questions for the court and perform other related duties.

**ASSIGNMENT:** Duties include but are not limited to: supervising law department; screening candidates for attorney positions, assigning legal research, and evaluating completed work; developing policies and procedures and issuing guidelines for implementation; analyzing and preparing written interpretations of statutes and rules; researching and analyzing complex legal issues and questions and preparing confidential memoranda; drafting confidential opinions; conferring with lawyers on unusual or complex proceedings and reviewing legal documents filed in connection with such proceedings.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

WARREN G. CLARK, ESQ.  
DISTRICT EXECUTIVE  
400 CARLETON AVENUE  
CENTRAL ISLIP, NEW YORK 11722

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**  
New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

**POSTING DATE:** June 27, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 25, 2022

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.