



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 12402

NEW YORK STATE COURT OF CLAIMS IS RECRUITING FOR TWO (2) POSITIONS IN THE COURT ATTORNEY SERIES. THE POSITIONS WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

POSITION TITLE: PRINCIPAL COURT ATTORNEY JG - 31

BASE SALARY: \$126,278

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: Principal Court Attorneys serve in a confidential capacity and are responsible for overseeing the operations of special parts, terms or departments in courts with a service population exceeding 400,000. They assist the Chief Court Attorney or Supervising Court Attorney in formulation and implementation of office policy, supervision and administering the operations of a law department. Principal Court Attorneys research and analyze complex legal issues and questions for the court, may be designated to act as special referees and perform other related duties.

POSITION TITLE: ASSOCIATE COURT ATTORNEY JG - 30

BASE SALARY: \$119,638

QUALIFICATIONS: Admission to the New York State Bar and Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Associate Court Attorneys research and analyze complex legal issues and questions and may be responsible for supervision of 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 for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; and Family Courts. Associate Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

POSITION TITLE: SENIOR COURT ATTORNEY JG - 26

BASE SALARY: \$96,594

QUALIFICATIONS: Admission to the New York State Bar and Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Senior Court Attorneys research and analyze complex legal issues and questions and may be responsible for supervision of 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 for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; and Family Courts. Senior Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

POSITION TITLE: COURT ATTORNEY JG - 23

BASE SALARY: \$82,198

QUALIFICATIONS: Admission to the New York State Bar; or Graduation from an accredited law school and admission to the New York State Bar within 18 months of appointment.

DISTINGUISHING FEATURES OF WORK: Court Attorneys 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 Supreme Court;

County Court; Surrogate's Court; the Court of Claims; and Family Courts. Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

LOCATION: NEW YORK STATE COURT OF CLAIMS
ALBANY COUNTY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The Court Attorney acts as counsel to the Clerk's office staff; researches and analyzes legal questions and issues, drafts opinions and writes confidential memoranda for the Presiding Judge, Chief Clerk and Judges of the Court; researches and tracks legislation; confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings; responds to verbal and written inquiries from self-represented claimants and counsel; and performs various administrative functions under the direction of the Chief Clerk.

Additional duties will be discussed at the time of the interview. Some travel will be required.

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: 2.

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 cover letter and resume by email to ctclpersonnel@nycourts.gov or by mail to:

NYS Court of Claims
Robert Abrams Bldg. for Law & Justice
PO Box 7344
Albany, NY 12224
Attn: Suzette Colón

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

POSTING DATE: March 6, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 3, 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.
