



UCS- 23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1264

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

**LOCATION:** OFFICE OF COURT ADMINISTRATION  
Albany or Rochester, New York

**BASE SALARY:** \$74,478

**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 2022, or have graduated no more than 3 years prior to May 2022.

**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) Fellowship begins in September 2022. 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.](#)**

**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.**

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**POSTING DATE:** June 22, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 20, 2022

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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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