



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1278_Extended

POSITION TITLE: COURT ATTORNEY - REFEREE **JG: 31****LOCATION:** SURROGATE'S COURTS (CITYWIDE)**BASE SALARY:** \$ 114,413 + \$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: 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 serve as the Court Attorney Referee - Alternative Dispute Resolution Coordinator for Surrogate's Court Citywide. Under the general direction of the Administrative Judge, Court Attorney Referees assigned to the Presumptive ADR Program are responsible for the oversight and administration of the ADR plan of the court. Court Attorney Referees provide technical assistance to the administrative judge or court administrators in the development and implementation of protocols, guidelines, and best practices regarding the ADR program within their jurisdiction; act as a liaison between the court and Community Dispute Resolution Centers, volunteer law school clinics, and volunteer mediators and evaluators; recruit volunteer mediators; create and maintain rosters of certified mediators and evaluators; monitor training programs that qualify neutrals and mediators; monitor case progress, scheduling, advises on policies, and analyzes operations data; and evaluate the progress and performance of court-sponsored ADR programs by compiling reports and interpreting comprehensive statistics and data; and perform other related duties.

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) a resume and cover letter by email to DCAJNYC@nycourts.gov or by mail to:

Jean Norton
Special Counsel for ADR Initiatives
Deputy Chief Administrative Judge Office
111 Centre St. - Room 1240
New York, NY 10013

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: August 5, 2022**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 29, 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.