



PLEASE POST
ANNOUNCEMENT NO. 20310

A position will be filled in one of the following titles and will be dependent on the qualifications of the applicant selected.

ASSIGNMENT: This position will work under the direct supervision of an individual judge in NYC Civil Court. Duties include, but not limited to: researching and analyzing of legal issues; preparing legal memorandum with recommendations and advising the judge on legal issues and the law; reviewing legal documents and filings, checking citations, working on motions, drafting proposed decisions, orders, jury charges, correspondence, and other written materials and conducting conferences with litigants to clarify issues and settle cases. Knowledge of the laws and rules of civil procedure. Ability to understand complex legal and technical data and issues. Ability to identify legal issues. Excellent grammar and writing skills. Excellent researching skills. The ability to maintain confidentiality with sensitive data. The ability to communicate effectively with pro se litigants, attorneys, court personnel, and others having differing levels of understanding.

POSITION TITLE: ASSOCIATE COURT ATTORNEY (TRIAL PART) JG - 29

BASE SALARY: \$110,165 + \$4,635 Location Pay

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.

POSITION TITLE: SENIOR COURT ATTORNEY (TRIAL PART) JG - 25

BASE SALARY: \$88,976 + \$4,635 Location Pay

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.

POSITION TITLE: COURT ATTORNEY (TRIAL PART) JG - 23

BASE SALARY: \$79,805 + \$4,635 Location Pay

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.

LOCATION: CIVIL COURT, NEW YORK CITY - BRONX COUNTY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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) and a resume and cover letter by email to brivera@nycourts.gov

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 10, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 7, 2023

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