



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20415

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

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

BASE SALARY: \$113,467 + \$4,775 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.

DISTINGUISHING FEATURES OF WORK: Associate Court Attorneys (Trial Part) 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 District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Associate Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

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

BASE SALARY: \$91,642 + \$4,775 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.

DISTINGUISHING FEATURES OF WORK: Senior Court Attorneys (Trial Part) 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 District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Senior Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

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

BASE SALARY: \$82,198 + \$4,775 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 eighteen (18) months of appointment.

DISTINGUISHING FEATURES OF WORK: Court Attorneys (Trial Part) 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 District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

LOCATION: NEW YORK CITY CIVIL COURT
CITYWIDE

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: Duties include but are not limited to conferencing cases with attorneys and pro se litigants, assisting parties in reaching a settlement; conducting legal research; conferring with and advising the judge on legal issues; drafting orders and legal opinions to be adopted by the court; responding and drafting responses to inquiries. Persons experienced in Housing law and Housing Court are encouraged to apply.

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 required 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 ChiefClerkCivil@nycourts.gov or by mail to:

Alia Razzaq
Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

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

POSTING DATE: April 23, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 21, 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.