



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 23119

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**POSITION TITLE:** COMMERCIAL DIVISION LAW CLERK **JG: 23**

**LOCATION:** SUPREME COURT, NEW YORK COUNTY - COMMERCIAL DIVISION

**BASE SALARY:** \$ 74,478 + \$ 4,300 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE / TEMPORARY

**QUALIFICATIONS:** Graduation from an accredited law school and admission to the New York State Bar within eighteen months of appointment.

**Experience in commercial litigation is strongly preferred. Excellent research and writing skills and the ability to draft opinions in complex commercial matters are essential requirements for this position.**

**DISTINGUISHING FEATURES OF WORK:**

Commercial Division Law Clerks are assigned to work directly for a Justice in the Commercial Division. Responsibilities include: drafting decisions and orders, assisting the Justice with discovery disputes, assisting with case scheduling conferences, assisting with the management of the Justice's case inventory, reviewing and researching evidentiary issues before and during trials, drafting jury instructions and verdict sheets and performing other related duties.

**ASSIGNMENT:** This position is assigned to the Honorable Justice Robert R. Reed, Justice of the Supreme Court, New York County, Commercial Division, and will commence as soon as a candidate is selected (the position is currently open). Commercial Division Law Clerks are appointed to a one-year clerkship, renewable twice at the Justice's discretion. Duties include: research and analysis of complex legal issues; drafting opinions and orders in complex matters; conferring with lawyers in discovery, case management, and settlement conferences; arranging the Justice's calendar and scheduling meetings and conferences; and providing other assistance to the Justice in managing and resolving cases.

**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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a resume, cover letter, law school transcript (unofficial) and writing sample by email to John Owens, Jr. at [jowens@nycourts.gov](mailto:jowens@nycourts.gov)

**[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:** October 14, 2021**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 11, 2021

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