



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23317

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**POSITION TITLE:** ASSISTANT LAW CLERK **JG: 23**

**LOCATION:** SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

**BASE SALARY:** \$ 79,805 + \$ 4,635 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Graduation from an accredited law school no more than three (3) years prior to appointment and admission to the New York State Bar within eighteen months of appointment; **or** Appointment within three (3) years of first admission to any bar in the United States.

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

**DISTINGUISHING FEATURES OF WORK:** Assistant Law Clerks are appointed in the Civil Term by Justices of the Supreme Court, are assigned to Judges designated as Acting Supreme Court Justices for one or more full terms, or are appointed by Justices in the Appellate Divisions, Court of Appeals, and NYC Surrogate's Courts.<sup>1</sup> They research and analyze legal issues raised in complex civil term motions and are responsible for preparing memoranda, drafting orders, opinions and verifying citations. Assistant Law Clerks are appointed to a one year clerkship, renewable twice, and are personally appointed by the Justice for whom they work and serve at their pleasure.

<sup>1</sup> Judges who appoint an Assistant Law Clerk agree to forego the appointment of a Secretary and waive the right to such an appointment under section 36 of the Judiciary Law for the period of service for the Assistant Law Clerk.

**ASSIGNMENT:** This position is assigned to Justice Nancy M. Bannon, Supreme Court, New York County, Civil Term. Duties include, but are not limited to: research and analysis of complex legal issues, drafting orders, opinions, and correspondence, proofreading opinions, scheduling and conducting discovery, status, and settlement conferences, preparing jury charges and jury verdict forms, and generally advising Justice Bannon on legal and chambers issues. Additional responsibilities include supervising legal interns and externs, responding to telephone calls and other communications to chambers, processing orders, opinions, and correspondence, monitoring the court's docket, coordinating ADR referrals and administrative reports, and responding to a variety of needs raised by the dynamic nature of New York State Supreme Court practice.

**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 the following in PDF format by e-mail to [smlagumi@nycourts.gov](mailto:smlagumi@nycourts.gov): (1) 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](http://www.nycourts.gov/careers/UCS5.pdf)); (2) cover letter; (3) resume; (4) unofficial law school transcript; and (5) writing sample. Candidates may also be required to complete a sample writing assignment.

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

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**POSTING DATE:** March 8, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 31, 2023

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