



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23318

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**POSITION TITLE:** PRINCIPAL LAW CLERK TO JUDGE **JG: 31**

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

**BASE SALARY:** \$122,603 + LOCATION PAY \$4,635

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Associate Law Clerk to Judge title; or five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Principal Law Clerks to Judge are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Principal Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

**ASSIGNMENT:** This position is assigned to Debra A. James, New York State Supreme Court Justice in New York (Manhattan) County, Civil Term. Duties include, but are not limited to: researching and analyzing legal questions and issues and preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence and other written material; conferring with lawyers on complex proceedings and reviewing legal documents filed in connection with such legal proceedings; reviewing and verifying citations; conferring with and advising the judge on legal issues; and conducting conferences with litigants and other parties to legal actions to clarify issues to be resolved or to settle cases. Principal Law Clerks to Judge must: possess knowledge of the laws and rules governing civil practice; proficiency in legal writing; the ability to read and comprehend complex legal and other technical data; the ability to analyze legal issues and identify relevant case opinions and facts; the ability to establish work priorities; and the ability to handle sensitive matters on a confidential basis.

**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. 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](http://www.nycourts.gov/careers/UCS5.pdf)), cover letter, a resume and writing sample by email to [zmbadat@nycourts.gov](mailto:zmbadat@nycourts.gov) (with "Principal Law Clerk" in the subject line).

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

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**POSTING DATE:** March 14, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 26, 2023

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