



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23417

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

LOCATION: SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

BASE SALARY: \$ 82,198 + \$ 4,775 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.

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. 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 four times, and are personally appointed by the Justice for whom they work and serve at their pleasure.

ASSIGNMENT: This position is assigned to the Honorable Ta-Tanisha D. James, Supreme Court Justice, New York County, Associate Justice of the Appellate Term, First and Twelfth Judicial Districts. Duties include but are not limited to: research and analysis of complex legal issues pertaining to matrimonial and custody law; research and analysis of legal issues that arise in appeals from New York City Civil and Criminal Courts to the Appellate Term; prepare confidential legal memoranda, draft orders and opinions; and conduct status, compliance, discovery and settlement conferences. Additional responsibilities may include various administrative tasks, including responding to telephone calls, scheduling cases, and assisting in the management of the Judge's docket and calendar and providing other assistance to the Judge and Principal Law Clerk in managing and resolving cases. Strong writing and organizational skills and ability to work both collaboratively and independently required.

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 www.nycourts.gov/careers/UCS5.pdf), as well as a cover letter, resume, a writing sample, and law school transcript (unofficial) by email to alane@nycourts.gov (with "Assistant Law Clerk Application" in the subject line).

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

POSTING DATE: March 27, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 24, 2024

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