



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23419

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

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

**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. **Excellent writing skills and the ability to draft opinions in complex commercial matters are required 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. 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 Justice Margaret A. Chan, Supreme Court Justice of the Commercial Division, New York County and will commence in **May 2024** or as soon as possible anytime thereafter. Assistant Law Clerks are appointed to a one-year clerkship, renewable four times at the judge'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 judge's calendar and scheduling meetings and conferences; and providing other assistance to the judge 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 the following in PDF format by e-mail to Victor Pinedo at [vpinedo@nycourts.gov](mailto:vpinedo@nycourts.gov) with a copy to [sfc-part49-Clerk@nycourts.gov](mailto:sfc-part49-Clerk@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) law school transcript (unofficial) and (5) writing sample. Application emails should be sent with the following subject line: "Application for Assistant Law Clerk Position."

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

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**POSTING DATE:** March 25, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 26, 2024

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