



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 23421

POSITION TITLE: PRINCIPAL COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE **JG: 31**

LOCATION: SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

BASE SALARY: \$126,278 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and Two (2) years of service in the Associate Court Attorney (Trial Part) to Acting Justice title; or Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Principal Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Principal Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing uniquely intricate, complex, and sensitive legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

ASSIGNMENT: This position is assigned to the Hon. Emily Morales-Minerva, an Acting Supreme Court Justice, Civil Term, New York County. Duties include but are not limited to: researching legal issues; drafting court decisions, jury charges, correspondence and other written material; assisting the Judge at hearings and trial; conferring with and advising Justice on legal and confidential matters and managing the Justice's court schedule.

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. 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) a resume and cover letter and two recent writing samples by email to jmulham@nycourts.gov

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

POSTING DATE: April 17, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 15, 2024

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