



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 26231

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

**LOCATION:** SUPREME COURT, KINGS COUNTY - CIVIL TERM

**BASE SALARY:** \$ 74,478 + \$ 4,300 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.<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 Delores J. Thomas, Justice of the Supreme Court, Kings County and will commence as soon as possible. Justice Thomas has recently left the matrimonial part but still has pending matrimonial matters that the Assistant Law Clerk will need to assist with. Knowledge in Family and Domestic Relations law is preferred but not necessary as Justice Thomas currently presides over general civil matters. **Excellent writing skills, the ability to draft opinions, and a strong work ethic are essential requirements for this position.**

Duties include, but are not limited to: researching and analyzing intricate, complex, and sensitive legal issues; drafting opinions, decisions, orders, jury charges, correspondence, and other written material; conferring with lawyers on unusual or complex proceedings; reviewing and verifying citations; conferring with and advising the judge on legal issues; monitoring the court's docket; preparing motion calendars; conducting discovery, pre-trial, and settlement conferences with attorneys; responding to telephone calls and emails; scheduling cases; arranging the judge's calendar; and providing other personal and confidential assistance to the judge.

**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 person 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)) a cover letter, a resume, a writing sample and law school transcript by email to to Rooselie Brutus, Esq. at [rbrutus@nycourts.gov](mailto:rbrutus@nycourts.gov)

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**  
**New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.**

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**POSTING DATE:** June 16, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 28, 2022

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