



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 26416

POSITION TITLE: ASSISTANT LAW CLERK **JG: 23****LOCATION:** SUPREME COURT, KINGS 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.¹ 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.

¹ 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 will be assigned to the Hon. Carolyn E. Wade, New York State Supreme Court, Civil Term, Kings County. Duties include, but are not limited to: preparing confidential legal memoranda, conducting legal research, drafting orders and proofreading opinions. Additional responsibilities include typing, filing, conferencing with attorneys on Microsoft Teams, responding to telephone calls, scheduling cases and monitoring the court's docket. An ideal candidate should possess excellent writing and research skills, as well as computer proficiency.

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) a cover letter, a resume, a writing sample and law school transcript (optional) by email to the Principal Law Clerk, Ms. Turquoise Haskin, at thaskin@nycourts.gov. Applications will be accepted on a rolling basis.

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

POSTING DATE: March 5, 2024**APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY**

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