



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26422

SUPREME COURT- CIVIL TERM, KINGS COUNTY IS RECRUITING FOR ONE (1) POSITION IN THE LAW CLERK TO JUDGE SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: LAW CLERK TO JUDGE **JG: 24**

BASE SALARY: \$86,737 + \$4,775 Location Pay

QUALIFICATIONS: Graduation from an accredited law school and Admission to the New York State Bar within eighteen (18) months of appointment.

DISTINGUISHING FEATURES OF WORK: Law Clerks to Judge are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an individual judge or judges under direct supervision. Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

POSITION TITLE: SENIOR LAW CLERK TO JUDGE **JG: 26**

BASE SALARY: \$96,594 + \$4,775 Location Pay

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Senior Law Clerks to Judge are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an individual judge or judges. Senior Law Clerks to Judge work with substantial independence from supervision and are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Senior Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

POSITION TITLE: ASSOCIATE LAW CLERK TO JUDGE **JG: 28**

BASE SALARY: \$107,629 + \$4,775 Location Pay

QUALIFICATIONS: Admission to the New York State Bar; and One year of service in the Senior Law Clerk to Judge title; or Three (3) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Associate Law Clerks to Judge are responsible for researching and analyzing complex and difficult legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Associate Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Associate Law Clerks to Judge are personally appointed by the judge or judges for whom they work, and serve at their pleasure.

POSITION TITLE: PRINCIPAL LAW CLERK TO JUDGE **JG: 31**

BASE SALARY: \$126,278 + \$4,775 Location Pay

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

DISTINGUISHING FEATURES OF WORK: Principal Law Clerks to Judge are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Principal Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

LOCATION: SUPREME COURT - CIVIL TERM, KINGS COUNTY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

ASSIGNMENT: This position is assigned to Hon. Aaron D. Maslow, Justice of the Supreme Court. It is anticipated that the person appointed will serve through August 2025. Duties include, but are not limited to: researching and analyzing complex issues raised in motions and timely preparing bench memoranda in advance of the weekly motion calendar; drafting written decisions and orders resolving the issues in motions, with citation conforming to the New York State Law Reporting Bureau Style Manual; conducting settlement conferences; conducting pre-trial conferences with the parties' attorneys concerning anticipated evidentiary issues and logistical details; drafting jury charges and verdict sheets for trials; preparing correspondence; scheduling meetings and conferences; reviewing infant compromise and class action settlement submissions. Justice Maslow's IAS Part maintains a busy schedule of motions, trials, hearings, and conferences. He relies upon a collaborative effort between himself, the law clerk, the assistant law clerk, law school interns, and the part clerk. Therefore, candidates for the law clerk position must be willing to accept direction, produce a timely work product in accordance with his instructions, and work cooperatively with all other staff members. Candidates must possess experience with the foregoing aspects of work in civil cases, having worked for a judge in the New York State court system. Knowledge of the following areas of the law is expected: Labor Law construction accidents, other negligence, breach of contract, real property, including RPAPL 881 proceedings to encroach on adjacent property and actions to quiet title, and Article 75 proceedings to stay UM/SUM arbitration.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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 apply by emailing to amaslow@nycourts.gov the following: a completed 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, and four writing samples produced for a New York State judge (preferably including at least one decision published on the State Law Reporting Bureau website).

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

POSTING DATE: April 16, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 31, 2024

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