



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 27403_Extended

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

LOCATION: SUPREME COURT, QUEENS COUNTY - CIVIL TERM

BASE SALARY: \$ 79,805 + \$ 4,635 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. They research and analyze legal issues raised in complex civil term motions and are responsible for preparing memorandums, 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.

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 Hon. Scott Dunn, New York State Supreme Court Justice in Queens County, Civil Term. Duties include, but are not limited to: providing support and assistance to the Court as requested; researching and analyzing legal issues; drafting opinions and memoranda; participating in court conferences; reviewing Orders to Show Cause and other applications which may be made to the assigned Justice; assisting in preparation of verdict sheets and jury charges; reviewing and approving uncontested matrimonial applications for the Court's signature and performing administrative and clerical duties as may be necessary for the functioning of the Court, including non legal tasks, such as copying and processing signed Decisions and Orders. Because Assistant Law Clerks serve in place of secretaries to the Judge, substantial in person, telephone and e-mail contact with counsel and self represented litigants is required.

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 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, law school transcript (optional) and writing sample by email to Judge Dunn at Sadunn@nycourts.gov

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: February 28, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 3, 2024

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