



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 28402

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**POSITION TITLE:** PRINCIPAL COURT ATTORNEY **JG: 31**

**LOCATION:** SUPREME COURT, RICHMOND COUNTY

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

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar; **and** Three (3) years of service in the Associate Court Attorney title; **or** Eight (8) years of relevant legal experience gained after admission to the New York State Bar.

**DISTINGUISHING FEATURES OF WORK:** Principal Court Attorneys serve in a confidential capacity and are responsible for overseeing the operations of special parts, terms or departments in courts with a service population exceeding 400,000. They assist the Chief Court Attorney or Supervising Court Attorney in formulation and implementation of office policy, supervision and administering the operations of a law department. Principal Court Attorneys research and analyze complex legal issues and questions for the court, may be designated to act as special referees and perform other related duties.

**ASSIGNMENT:** This position will be assigned to the Law department. Duties include but are not limited to: supervising attorneys; assigning legal research and evaluating completed work; assisting in the formulation and implementation of administrative and substantive policy; making suggestions to judges for improving court operations; researching and analyzing complex legal questions and issues; writing confidential legal memoranda and recommending decisions; drafting confidential opinions, decisions, orders, jury charges, and correspondence; arranging and conducting conferences with litigants and other parties to action.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [RICSHR@nycourts.gov](mailto:RICSHR@nycourts.gov) or by mail to:

Kenneth Fay  
Chief Clerk VI  
Richmond County Supreme Court  
26 Central Ave., Rm 139  
Staten Island, NY 10301

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

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**POSTING DATE:** May 1, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 29, 2024

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