



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 30401

POSITION TITLE: SUPERVISING COURT ATTORNEY **JG: 32**

LOCATION: NEW YORK COUNTY SURROGATE'S COURT

BASE SALARY: \$ 129,450 + \$ 4,635 LOCATION PAY

CLASSIFICATION: EXEMPT/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: Supervising Court Attorneys serve in a confidential capacity and are responsible for supervising a law department consisting of three (3) or more subordinate court attorneys, including Principal Court Attorneys and/or Court Attorneys-Referee, in courts with a service population exceeding 400,000. They make assignments, review work product, develop policy, oversee all law department operations, research and analyze complex legal issues and questions for the court and perform other related duties.

ASSIGNMENT: Duties include but are not limited to: supervising law department; screening candidates for attorney positions, assigning legal research, and evaluating completed work; developing policies and procedures and issuing guidelines for implementation; analyzing and preparing written interpretations of statutes and rules; researching and analyzing complex legal issues and questions and preparing confidential memoranda; drafting confidential opinions; conferring with lawyers on unusual or complex proceedings and reviewing legal documents filed in connection with such proceedings.

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 resume and a writing sample by email to dsanabria@nycourts.gov or by mail to:

Diana Sanabria
Chief Clerk
Surrogate's Court, New York County
31 Chambers Street, Suite 303
New York, NY 10007

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

POSTING DATE: January 24, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 21, 2024

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