



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 30403

**POSITION TITLE:** COURT ATTORNEY - REFEREE

**JG: 31**

**LOCATION:** SURROGATE'S COURT, NEW YORK 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:** Court Attorney-Referees act as special referees and research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district, or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

**ASSIGNMENT:** This position will be assigned to work with Surrogate Hilary Gingold. Duties and responsibilities include but are not limited to: drafting decisions and orders; researching issues that arise out of trusts and estate proceedings; presiding over kinship hearings; recommending matters to be resolved through mediation; case management and conferences; and writing confidential memoranda. Candidates who are familiar with the SCPA, CPLR and EPTL are preferred.

**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)), a resume and a writing sample by email to [dsanabri@nycourts.gov](mailto:dsanabri@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:** March 18, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 15, 2024

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.