



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 33404

**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #33402 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION**

**POSITION TITLE:** COURT ATTORNEY - REFEREE **JG: 31**

**LOCATION:** SURROGATE'S COURT, QUEENS 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 the Law department. Duties and responsibilities include but are not limited to: conducting hearings to either hear and report or hear and determine; taking testimony and reporting findings of facts to judge; researching and analyzing complex legal questions and issues; and writing confidential memoranda and drafting opinions.

**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 mail to:

Janet Edwards Tucker  
Chief Clerk  
Queens Surrogate's Court  
88-11 Sutphin Blvd.  
Jamaica, NY 11435

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

**POSTING DATE:** March 27, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 24, 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.