



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51411

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

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT
27 Madison Avenue, New York, NY 10010

BASE SALARY: \$ 82,198 + \$ 4,775 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. **Strong writing, research and analytical skills necessary.**

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.¹ 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.

¹ 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 Justice Bahaati Pitt-Burke of the Appellate Division, First Department and will commence on September 12, 2024. The duties shall include, but are not limited to, researching and analyzing legal issues in appellate matters, drafting opinions, decisions and memoranda, and performing various administrative/clerical duties. The assignment will focus on both civil and criminal matters. Strong writing and organizational skills required. Graduation from an accredited law school prior to applying for the position 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. 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) and a cover letter, resume and writing sample by email to cjcolon@nycourts.gov with the appropriate announcement number in the subject line.

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

POSTING DATE: March 8, 2024

APPLICATIONS MUST BE RECEIVED BY: April 5, 2024

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