



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51431

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

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT

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. **Persons with at least two years of legal work experience are preferred. Excellent writing, legal research, analytical skills, attention to detail, a reliable work ethic, high-quality written deliverables, the ability to understand and follow oral and written instructions, and the ability to handle and maintain the utmost confidentiality in dealing with sensitive legal matters are essential.**

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. 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.

ASSIGNMENT: This position is assigned to Associate Justice Tanya R. Kennedy, Supreme Court, Appellate Division, First Department. The Appellate Division, First Department hears civil and criminal appeals from the Supreme Court, Family Court, Surrogate's Court, and the Court of Claims in Manhattan and the Bronx. Justice Kennedy exhibits a common-sense, practical, and creative approach and a demonstrated commitment to remaining current with the ever-changing legal and societal landscape. She does so through her service beyond the courtroom and leadership roles in the legal community that promote the furtherance of justice, educational advancement, and civic engagement.

As an Assistant Law Clerk, you are not just a team member but a crucial player in our team, engaging in and handling a wide array of assignments. Your work is not just essential but integral to the success of our team and the furtherance of justice. Typical duties include researching and analyzing legal issues presented in briefs; preparing reports and memoranda summarizing the facts, applicable statutes, and case law; researching and analyzing legal questions and issues; writing confidential legal memoranda; drafting confidential opinions; and performing general administrative tasks. The Assistant Law Clerk position is highly demanding but equally rewarding. Justice Kennedy's experience and engagements within and beyond the courtroom provide a wide array of learning opportunities, making this position ideal for those ready to take on a challenge.

Applicants are required to possess knowledge of the laws and rules governing civil and criminal practice, the New York State and Federal Constitutions, legal terminology, and forms; knowledge of trial and hearing procedures; ability to write clear and concise prose; ability to organize factual and legal data into clear and logical sequences; ability to analyze legal issues and identify relevant case opinions and facts; ability to interpret laws, rules, and regulations; ability to communicate orally clearly and succinctly. The Assistant Law Clerk position is highly demanding but equally rewarding. Justice Kennedy's experience and engagements within and beyond the courtroom provide a wide array of learning opportunities, making this position ideal for those ready to take on a challenge.

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 cover letter, a resume, and writing sample by email to Natasha Shishov-Ginzburg, Principal Law Clerk to the Hon. Tanya R. Kennedy, at NShishov@nycourts.gov. The cover letter should include a statement of interest and one example of the applicant's initiative and ability to synthesize and analyze large volumes of material. The cover letter should be no longer than one page. The resume should include three references, one from the applicant's most recent work experience. If the applicant cannot provide a reference from the most recent work experience, please explain in the cover letter. The writing sample should be at least five pages and be solely authored by the applicant. The writing sample must be from within the last two years. Selected applicants will be required to prepare and submit a writing assignment.

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

POSTING DATE: August 21, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 18, 2024

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