POSITION TITLE: PRINCIPAL COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE     JG: 31

LOCATION: 9th JUDICIAL DISTRICT
ORANGE COUNTY FAMILY COURT

BASE SALARY: $114,413 + $2,150 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Two (2) years of service in the Associate Court Attorney (Trial Part) to Acting Justice title; or Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Principal Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Principal Court Attorneys (Trial Part) to Acting Justice are responsible for research and analyzing uniquely intricate, complex, and sensitive legal issues and questions and for providing personal and confidential assistance to an Acting Justice of the Supreme Court.

ASSIGNMENT: This position will be assigned to the Hon. Carol S. Klein, Acting Supreme Court Justice, Orange Family Court. Duties include: Research and analyzes legal questions and issues and prepares memoranda with recommendations; Drafts opinions, decisions, orders, jury charges, correspondence and other written material; Confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings; Reviews and verifies citations; Confers and advises judge on legal issues; Arranges judge’s calendar and schedules meetings and conferences; Conducts conferences with litigants and other parties to legal actions to clarify issues to be resolved or to settle cases.

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) and a resume by email to csparks@nycourts.gov

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 23, 2022

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.