



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 9503

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

LOCATION: SUPREME COURT - 9TH JUDICIAL DISTRICT

BASE SALARY: \$ 67,452 + \$3,697 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.

DISTINGUISHING FEATURES OF WORK:

Assistant Law Clerks are appointed in the Civil Term by Justices of the Supreme Court or are assigned to Judges designated as Acting Supreme Court Justices for one or more full terms. 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 once, and are personally appointed by the Supreme Court Justice for whom they work and serve at their pleasure.

ASSIGNMENT:

Provides support and assistance to the Court as requested. Researches and analyzes legal issues; draft opinions and memoranda; participates in court conferences; reviews Orders to Show Cause and other applications which may be made to the assigned Justice; assists in preparation of verdict sheets and jury charges; reviews and approves uncontested matrimonial applications for the Court's signature; performs administrative and clerical duties as may be necessary for the functioning of the Court, including non-legal tasks, such as copying and processing signed Decisions and Orders. Because Assistant Law Clerks serve in place of secretaries to the Judge, substantial in-person, telephone and e-mail contact with counsel and self represented litigants is required. Applicants should be able to start work in November, 2015.

GENERAL INFORMATION:

The above statements are intended to describe the general nature and level of work 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: <http://www.nycourts.gov/careers/UCS5.pdf> and a resume with recent writing sample to:

**HONORABLE ORAZIO R. BELLANTONI
SUPREME COURT JUSTICE
WESTCHESTER SUPREME & COUNTY COURT
111 DR. MARTIN LUTHER KING JR. BLVD
WHITE PLAINS, NEW YORK 10601**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 14, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 4, 2015

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