



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23602

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**POSITION TITLE:** COMMERCIAL DIVISION LAW CLERK **JG: 23**

**LOCATION:** SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

**BASE SALARY:** \$ 67,452 + \$ 3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE / TEMPORARY

**QUALIFICATIONS:** Graduation from an accredited law school and admission to the New York State Bar within eighteen months of appointment.

Preference will be given to candidates with experience in commercial litigation.

**DISTINGUISHING FEATURES OF WORK:**

Commercial Division Law Clerks are assigned to work directly for a Justice in the Commercial Division. Responsibilities include: drafting decisions and orders, assisting Justices with discovery disputes, assisting with case scheduling conferences, assisting with the management of the Justice's case inventory, reviewing and researching evidentiary issues before and during trials, drafting jury instructions and verdict sheets and performing other related duties.

**ASSIGNMENT:**

This position is assigned to Justice Barry R. Ostrager. Commercial Division Law Clerks are appointed to a one year clerkship, renewable once.

**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:** Please send a resume by email to [plperuta@nycourts.gov](mailto:plperuta@nycourts.gov) or by mail to:

PATTY DELLA PERUTA  
C/O JUSTICE OSTRAGER  
SUPREME COURT - CIVIL BRANCH, NEW YORK COUNTY  
60 CENTRE STREET, ROOM 629  
NEW YORK, NY 10007

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** March 17, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 30, 2016

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