



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23604

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**POSITION TITLE:** DEPUTY CHIEF COURT ATTORNEY **JG: 32**

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

**BASE SALARY:** \$ 109,411 + LOCATION PAY \$3,697

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar; **and** One year of service in the Associate Court Attorney title; **or** Seven (7) years of relevant legal experience after admission to the New York State Bar.

**DISTINGUISHING FEATURES OF WORK:**

Deputy Chief Court Attorneys serve in a confidential capacity in a Supreme Court law department consisting of twenty (20) or more court attorneys, and are responsible for assisting in supervising, developing policy, and administering the operations. They research and analyze complex legal issues and questions for the court, act as special referees, and perform other related duties.

**ASSIGNMENT:**

Duties and responsibilities include assisting with developing law department policies, procedures and guidelines, and monitoring implementation; analyzing complex legal issues and preparing reports and confidential memoranda; assigning legal research and other work to attorneys and evaluating legal work; conducting hearings; and drafting confidential opinions in complex commercial disputes and other complex areas of civil law.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

JOHN F. WERNER  
CHIEF CLERK VII  
SUPREME COURT - CIVIL TERM, NEW YORK  
60 CENTRE STREET, ROOM 700  
NEW YORK, NEW YORK 10007

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

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**POSTING DATE:** June 14, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 6, 2016

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