



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23803

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

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

**BASE SALARY:** \$ 71,586 + \$ 4,000 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.

**Academic focus on commercial law or experience in commercial litigation is preferred. Excellent writing skills and the ability to draft opinions in complex matters are essential requirements for this position. A high level of computer literacy is required.**

**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.<sup>1</sup> 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 twice, and are personally appointed by the Justice for whom they work and serve at their pleasure.

<sup>1</sup> Judges who appoint an Assistant Law Clerk agree to forego the appointment of a Secretary and waive the right to such an appointment under section 36 of the Judiciary Law for the period of service for the Assistant Law Clerk.

**ASSIGNMENT:**

This position is assigned to Hon. Kathryn E. Freed, Supreme Court Justice, New York County. Duties include: research and analysis of complex legal issues; drafting opinions and orders in complex matters; conferring with lawyers in discovery and settlement conferences; arranging the judge's calendar and scheduling meetings and conferences; and providing other personal and confidential assistance to the judge.

**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 cover letter, resume, law school transcript and writing sample by email (with Assistant Law Clerk in the subject line) to [dcerbini@nycourts.gov](mailto:dcerbini@nycourts.gov)

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

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**POSTING DATE:** May 14, 2018

**APPLICATIONS MUST BE RECEIVED BY:** June 1, 2018

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