



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 26806

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

LOCATION: SUPREME COURT, KINGS COUNTY - CRIMINAL TERM

BASE SALARY: \$ 109,970 + \$4,000 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 after admission to the New York State Bar.

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 researching and analyzing uniquely intricate, complex, and sensitive legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

ASSIGNMENT:

This position is assigned to an Acting Supreme Court Justice in Kings County Supreme Court - Criminal Term. Duties include, but are not limited to: researching and analyzing legal questions and issues; conferring with and advising judge on legal issues; writing confidential legal memoranda and recommending decisions; drafting confidential opinions, decisions, orders, and correspondence; and arranging and conducting conferences with litigants and other parties to action. Applicants should possess a demonstrated ability to write at an advanced level.

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 KCSC-Criminal-Employment@nycourts.gov (please reference posting #26806 in subject line) or by mail to:

ANN K. BADER
SUPREME COURT, KINGS COUNTY - CRIMINAL TERM
HUMAN RESOURCES DEPARTMENT
320 JAY STREET, ROOM 4.110
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 9, 2018

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 23, 2018

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.
