UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 32603

POSITION TITLE: COURT ATTORNEY - REFEREE **JG:** 31

LOCATION: SURROGATE'S COURT, KINGS COUNTY

BASE SALARY: $ 103,625 + LOCATION PAY $3,697

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Two (2) years of service in the Associate Court Attorney title; **or** Eight (8) years of relevant legal experience gained after admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK:
Court Attorney-Referees act as special referees and research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district, or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County, District, Family, and Surrogate`s Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT:
This position will be assigned to the Hon. Margarita Lopez Torres in Surrogate's Court, Kings County. Duties include but are not limited to: conducting hearings, taking testimony and reporting findings of facts to judge; researching and analyzing complex legal questions and issues; and writing confidential memoranda and drafting opinions.

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 www.nycourts.gov/careers/UCS5.pdf) and a resume to:

HON. MARGARITA LOPEZ TORRES
KINGS COUNTY SURROGATE
SURROGATE'S COURT, KINGS COUNTY
2 JOHNSON STREET
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 6, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 20, 2017

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