UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 3616

A position will be filled in one of the following titles and will be dependent on the qualifications of the applicant selected.

POSITION TITLE: ASSOCIATE COURT ATTORNEY (TRIAL PART) JG - 29

LOCATION: ALBANY CITY COURT

BASE SALARY: $94,987

QUALIFICATIONS: Admission to the New York State Bar and Four (4) years of service in the Senior Court Attorney (Trial Part) title; **or** Six (6) years of service in any legal series title in the Unified Court System.

DISTINGUISHING FEATURES OF WORK:
Associate Court Attorneys (Trial Part) research and analyze complex and difficult legal issues and questions and perform other related duties. They serve in a confidential capacity and under supervision for judges or groups of judges in Family and District Court; County and Surrogate`s Courts in counties with populations less than 400,000; the Criminal Court and the Civil Court of the City of New York, and in City Courts with two or more full-time judges. Associate Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

POSITION TITLE: SENIOR COURT ATTORNEY (TRIAL PART) JG - 25

LOCATION: ALBANY CITY COURT

BASE SALARY: $76,709

QUALIFICATIONS: Admission to the New York State Bar and Two (2) years of service in any legal series title in the Unified Court System.

DISTINGUISHING FEATURES OF WORK:
Senior Court Attorneys (Trial Part) work with substantial independence from supervision and are responsible for researching and analyzing complex and difficult legal issues and questions and performing other related duties. They serve in a confidential capacity and under supervision for judges or groups of judges in Family and District Court; County and Surrogate`s Courts in counties with populations less than 400,000; the Criminal Court and the Civil Court of the City of New York, and in City Courts with two or more full-time judges. Senior Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

POSITION TITLE: COURT ATTORNEY (TRIAL PART) JG - 23

LOCATION: ALBANY CITY COURT

BASE SALARY: $68,803

QUALIFICATIONS: Graduation from an accredited law school and admission to the New York State Bar within eighteen (18) months of appointment.

DISTINGUISHING FEATURES OF WORK:
Court Attorneys (Trial Part) research and analyze legal issues and questions and perform other related duties. They serve in a confidential capacity and under supervision for judges or groups of judges in Family and District Court; County and Surrogate`s Courts in counties with populations less than 400,000; the Criminal Court and the Civil Court of the City of New York, and in City Courts with two or more full-time judges. Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

LOCATION: 3rd JUDICIAL DISTRICT
ALBANY CITY COURT

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT:
This position is assigned to the Albany City Court. 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.

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 cover letter and resume to:

BARBARA DIAMOND - HUMAN RESOURCES
THIRD JUDICIAL DISTRICT OFFICE
2500 POND VIEW, SUITE 210
CASTLETON-ON-HUDSON, NY 12033

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 29, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 20, 2016

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.