UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 6624

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

LOCATION: 6th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: $ 105,695

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:
Under the direction of the Administrative Judge and District Executive, the appointee will provide confidential advice on administrative and operational matters; will provide administrative support to the District and in particular to the Town and Village Courts within the District including but not limited to assisting with conducting needs assessments for the local criminal courts in such areas as technology, training, development of operations manuals and standardization of procedures, courtroom needs such as facilities, security and automation and assist with financial control and auditing, education as well assist the Administrative Judge and Supervising Judges for Town and Village Courts in their efforts to assist local criminal courts in the performance of their functions. The appointee will research information and analyze legal questions on a wide variety of subjects and render advice to the local courts, the City Courts and other trial level courts as well as draft opinions and decisions and other written material and make recommendations under assignments to be approved by the Administrative Judge and District Executive. The appointee will conference cases with litigants to clarify issues to be resolved or to settle cases on assignment to various courts as approved by the Administrative Judge. The appointee will perform special studies and implement special projects and directives with reference to compliance with Standards and Goals and prepare recommendations for improved operations. Travel is required and will be commonly incurred.

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 6JDHR@courts.state.ny.us or mail to:

ALANNA VROMAN
HUMAN RESOURCES
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
THE KILMER BUILDING
31 LEWIS STREET, 5TH FLOOR
BINGHAMTON, NY 13901

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 25, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 16, 2016

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