

PLEASE POST

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT



**STATE OF NEW YORK  
UNIFIED COURT SYSTEM  
NINTH JUDICIAL DISTRICT**

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**ANNOUNCEMENT NUMBER 09028**

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**POSITION TITLE: CHIEF COURT ATTORNEY JG: 33**

**LOCATION: WESTCHESTER SUPREME & COUNTY COURT  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601**

**SALARY: \$111,121 + \$3,697 LOCATION PAY**

**CLASSIFICATION: EXEMPT - 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:** Chief Court Attorneys serve in a confidential capacity and are responsible for supervising a law department consisting of eight (8) or more subordinate court attorneys, including Principal Court Attorneys and/or Court Attorneys-Referee, in courts with a service population exceeding 400,000. They make assignments, review work product, develop policy, oversee all law department operations, research and analyze complex legal issues and questions for the court and perform other related duties.

**ASSIGNMENT:** Screens candidates for court attorney positions, hires new employees, assigns legal research, evaluates completed work, and approves promotions; Develops office policies and procedures and issues guidelines for implementation; Analyzes and prepares written interpretations of statutes and rules for the guidance of judicial and nonjudicial personnel; Researches and analyzes complex legal issues and questions and prepares reports and confidential memoranda; Drafts confidential opinions; Confers with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.

**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 this 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 3 months. Position(s) available at the present time: 1.

**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 <http://www.nycourts.gov/careers/ucs5.pdf>) AND RESUME BY E-MAIL TO [9JDEmploymentapps@nycourts.gov](mailto:9JDEmploymentapps@nycourts.gov) OR BY MAIL TO:**

**HONORABLE ALAN D. SCHEINKMAN  
ADMINISTRATIVE JUDGE - 9<sup>TH</sup> JUDICIAL DISTRICT  
WESTCHESTER COUNTY COURTHOUSE  
111 DR. MARTIN LUTHER KING JR. BLVD.  
WHITE PLAINS, NEW YORK 10601**

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

**POSTING DATE: AUGUST 11, 2010**

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: SEPTEMBER 1, 2010**

**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**