



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**ANNOUNCEMENT NO. 23503

---

**POSITION TITLE:** PRINCIPAL COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE **JG: 31****LOCATION:** SUPREME COURT - CIVIL TERM, NEW YORK COUNTY  
COMMERCIAL DIVISION**BASE SALARY:** \$ 103,625 + LOCATION PAY \$3,697**CLASSIFICATION:** EXEMPT / 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.

Excellent writing skills and the ability to draft opinions in complex matters are essential requirements for this position. Experience in commercial litigation is strongly preferred.

**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:**

The duties of this position include: research and analysis of complex legal issues, including those involving residential mortgage backed securities (RMBS); drafting opinions and orders in complex matters; conferring with lawyers in discovery and settlement conferences; arranging judge's calendar and scheduling meetings and conferences; providing other personal and confidential assistance to the judge. The part has a large RMBS docket.

The commencement date for this position is September 28, 2015.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) with a cover letter, resume, and brief writing sample to [jwlane@nycourts.gov](mailto:jwlane@nycourts.gov) or by mail to:

Jennifer Lane, Esq.  
Supreme Court - Civil Branch, New York County  
60 Centre Street - Room 663  
New York, NY 10007

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.****POSTING DATE:** August 14, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 4, 2015

---

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.

---

---