



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POSTANNOUNCEMENT NO. 23607

POSITION TITLE: PRINCIPAL COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE **JG: 31**
(PART-TIME, 50%)

LOCATION: SUPREME COURT - CIVIL TERM, NEW YORK COUNTY
COMMERCIAL DIVISION

BASE SALARY: \$ 103,625 @ 50% + LOCATION PAY \$3,697 @ 50%

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.

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

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 complex and sensitive legal issues and for providing other personal and confidential assistance to an Acting Justice.

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 the 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 November 2016. This is a temporary position with a likelihood of an extension.

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: 0.5

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) with a cover letter, resume, and writing sample to 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 22, 2016**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 31, 2016

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