UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26504

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 JG - 30

BASE SALARY: $98,183 + $3,697 Location Pay

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

DISTINGUISHING FEATURES OF WORK:
Associate Court Attorneys 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.

POSITION TITLE: SENIOR COURT ATTORNEY JG - 26

BASE SALARY: $79,274 + $3,697 Location Pay

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 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 and Surrogate`s Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

POSITION TITLE: COURT ATTORNEY JG - 23

BASE SALARY: $67,452 + $3,697 Location Pay

QUALIFICATIONS: Admission to the New York State Bar; or Graduation from an accredited law school with an exceptional record or academic achievement such as being a member of the law review, graduating in the top 10% of the class, or graduating cum laude or magna cum laude, and admission to the New York State Bar within eighteen months of appointment.

DISTINGUISHING FEATURES OF WORK:
Court Attorneys research and analyze legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts. They also perform other related duties. Court Attorneys serve in a confidential capacity and work for the court under supervision in units located in special parts of the Supreme Court or in County and Surrogate`s Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

LOCATION: **Kings Supreme Court - Civil Term**
360 Adams Street, Brooklyn, NY

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT: Kings Supreme Court - Civil Term Guardianship Department. Duties include but are not limited to: Analysis of complex legal issues involving MHL Article 81 and related statutes. Preference may be given to candidates who have familiarity with the associated procedural and motion practice, are comfortable with the courtroom setting and able to monitor and respond to the status of individual cases. Candidates should have working knowledge of Medicaid regulations and be familiar with common planning techniques and resources related to Article 81, and be able to communicate with attorneys in this field of law and address issues and concerns raised by court appointed lay guardians.

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 KCSC-Employment@nycourts.gov (please reference posting #26504 in subject line) or by mail to:

ANN CUTLER
SUPREME COURT, KINGS COUNTY - CIVIL TERM
HUMAN RESOURCES DEPARTMENT
360 ADAMS STREET
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: July 23, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 13, 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.