



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 30604

POSITION TITLE: COURT ATTORNEY (PART-TIME, 50%) **JG: 23**

LOCATION: SURROGATE'S COURT, NEW YORK COUNTY

BASE SALARY: \$ 67,452 @ 50% + LOCATION PAY \$ 3,697 @ 50%

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

ASSIGNMENT:

The position is assigned to Surrogate Anderson. Duties include but are not limited to: performing legal research, drafting opinions and decisions; conferencing cases, performing case reviews and drafting memoranda of law.

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) as well as a writing sample, contact information of three references and a resume by email to jrsimpso@nycourts.gov or mail to:

HON. NORA S. ANDERSON
NEW YORK COUNTY SURROGATE'S COURT
31 CHAMBERS ST
NEW YORK, NEW YORK 10007

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 24, 2016 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 16, 2016

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