



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 7501

POSITION TITLE: COURT ATTORNEY (TRIAL PART)

JG: 23

LOCATION: 7th JUDICIAL DISTRICT
ROCHESTER CITY COURT

BASE SALARY: \$ 67,452

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Graduation from an accredited law school and admission to the New York State Bar within eighteen months of appointment.

DISTINGUISHING FEATURES OF WORK:

Court Attorneys (Trial Part) research and analyze legal issues and questions and perform other related duties. They serve in a confidential capacity and under supervision for judges or groups of judges in Family and District Court; County and Surrogate's Courts in counties with populations less than 400,000; the Criminal Court and the Civil Court of the City of New York, and in City Courts with two or more full-time judges. Court Attorneys (Trial Part) may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

ASSIGNMENT:

Duties include but are not limited to: researches and analyzes legal questions and issues; confers with and advises judges on legal issues; writes confidential legal memoranda and recommends decisions; drafts confidential opinions, decisions, orders, jury charges, and correspondence; arranges and conducts conferences with litigants and other parties to action.

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 and cover letter by email to 7thhumanresources@courts.state.ny.us or by fax (585) 784-4231 or mail to:

AMY FIELDS - HUMAN RESOURCES
SEVENTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
HALL OF JUSTICE, ROOM 161
ROCHESTER, NY 14614-2184
(585) 371-3266

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: April 22, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 13, 2015

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