



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POSTANNOUNCEMENT NO. 11408_Extended

POSITION TITLE: COURT ATTORNEY - REFEREE **JG: 31****LOCATION:** 10TH JUDICIAL DISTRICT
SUFFOLK COUNTY FAMILY COURT**BASE SALARY:** \$ 126,278 + \$ 4,775 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** Admission to the New York State Bar and Three (3) years of service in the Associate Court Attorney title; or Eight (8) years of relevant legal experience gained after admission to the New York State Bar.**DISTINGUISHING FEATURES OF WORK:** Court Attorney-Referees act as special referees and 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.**ASSIGNMENT:** Duties and responsibilities include but are not limited to: Providing counsel and technical assistance on Family Court matters to the District Administrative Judge and the Supervising Judge of Family Court, coordinating Family Court initiatives, reviewing legal documents, researching and analyzing substantive and procedural issues, and drafting confidential memoranda and reports. Duties may also include hearing and determining custody, visitation, family offense, and guardianship procedures.**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 10jdsufjobs@nycourts.gov or by mail to:

WARREN G. CLARK, ESQ.
DISTRICT EXECUTIVE
400 CARLETON AVENUE
CENTRAL ISLIP, NEW YORK 11722

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM](#)

POSTING DATE: May 29, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 9, 2024

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