



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 12505

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THE COURT OF CLAIMS IS RECRUITING FOR ONE (1) POSITION IN THE LAW CLERK TO JUDGE SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**POSITION TITLE:** ASSOCIATE LAW CLERK TO JUDGE **JG: 28**

**BASE SALARY:** \$107,629 + \$4,775 LOCATION PAY

**QUALIFICATIONS:** Admission to the New York State Bar; and One year of service in the Senior Law Clerk to Judge title; **or** Three (3) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Associate Law Clerks to Judge are responsible for researching and analyzing complex and difficult legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Associate Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual fillings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Associate Law Clerks to Judge are personally appointed by the judge or judges for whom they work, and serve at their pleasure.

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**POSITION TITLE:** PRINCIPAL LAW CLERK TO JUDGE **JG: 31**

**BASE SALARY:** \$126,278 + \$4,775 LOCATION PAY

**QUALIFICATIONS:** Admission to the New York State Bar; and Two (2) years of service in the Associate Law Clerk to Judge title; **or** Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Principal Law Clerks to Judge are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Principal Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

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**LOCATION:** NEW YORK STATE COURT OF CLAIMS  
NEW YORK COUNTY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**ASSIGNMENT:** This position will be assigned to a New York State Court of Claims Judge, presides over civil claims against New York State in the Court of Claims, District of New York (downtown Manhattan). The Judge presides over civil bench trials at which claims for money damages are asserted against the State of New York. Subject matter jurisdiction includes but is not limited to: causes of action for wrongful death, personal injury, medical malpractice, labor law, contract and eminent domain cases, and unjust convictions. There is no monetary cap limiting jurisdiction. In addition to conferencing cases with the attorneys for scheduling purposes and facilitating discovery, a law clerk is responsible for drafting decisions on motions (e.g. motions relating to discovery, to dismiss, and for summary judgment) and trial decisions. Relevant legal experience and excellent writing, analytical, time management and interpersonal skills required.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [ctclpersonnel@nycourts.gov](mailto:ctclpersonnel@nycourts.gov) or by mail to:

NYS Court of Claims  
Robert Abrams Bldg. for Law & Justice  
PO Box 7344  
Albany, NY 12224  
Attn: Suzette Colón

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

**POSTING DATE:** January 28, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 25, 2025

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**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.**

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