



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 20432

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**THE NEW YORK CITY CIVIL COURT IS RECRUITING FOR ONE (1) POSITION IN THE COURT ATTORNEY SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.**

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**POSITION TITLE:** ASSOCIATE COURT ATTORNEY **JG - 30**

**BASE SALARY:** \$119,638 + \$4,775 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar; and Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Associate Court Attorneys research and analyze complex legal issues and questions and may be responsible for supervision of 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 under supervision for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; Family Court; District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Associate Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

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**POSITION TITLE:** SENIOR COURT ATTORNEY **JG - 26**

**BASE SALARY:** \$96,594 + \$4,775 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar; and Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Senior Court Attorneys research and analyze complex legal issues and questions and may be responsible for supervision of 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 under supervision for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; Family Court; District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Senior Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

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**POSITION TITLE:** COURT ATTORNEY **JG - 23**

**BASE SALARY:** \$82,198 + \$4,775 Location Pay

**QUALIFICATIONS:** Admission to the New York State Bar; or Graduation from an accredited law school and admission to the New York State Bar within eighteen (18) months of appointment.

**DISTINGUISHING FEATURES OF WORK:** Court Attorneys 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 Supreme Court; County Court; Surrogate's Court; the Court of Claims; Family Court; District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

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**LOCATION:** NEW YORK CITY CIVIL COURT

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** These positions will serve in a confidential capacity and under the direct supervision of the Administrative Judge of the Civil Court of the City of New York. Duties include, but are not limited to: researching and analyzing legal and/or policy questions and issues, and other related duties; assisting Judges of the Civil Court throughout the five boroughs, as directed by the Administrative Judge of the Civil Court of the City of New York; writing confidential legal memoranda and drafting confidential opinions, decisions, orders, and correspondence; arranging and conducting conferences with litigants and other parties to

actions; and other legal duties as assigned by the Administrative Judge of the Civil Court of the City of New York.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work 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: 3.

**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, resume, 2-3 legal writing samples and a list of references by email to [ChiefClerkCivil@nycourts.gov](mailto:ChiefClerkCivil@nycourts.gov) or by mail to:

Tanya Faye  
Acting Chief Clerk  
NYC Civil Court  
111 Centre Street, Room 836  
New York, NY 10013

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

**POSTING DATE:** September 12, 2024    **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 10, 2024

**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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