



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 20448

POSITION TITLE: PRINCIPAL COURT ATTORNEY **JG: 31**

LOCATION: NEW YORK CITY CIVIL COURT
CITYWIDE

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: Principal Court Attorneys serve in a confidential capacity and are responsible for overseeing the operations of special parts, terms or departments in courts with a service population exceeding 400,000. They assist the Chief Court Attorney or Supervising Court Attorney in formulation and implementation of office policy, supervision and administering the operations of a law department. Principal Court Attorneys research and analyze complex legal issues and questions for the court, may be designated to act as special referees and perform other related duties.

ASSIGNMENT: Under the leadership of the Administrative Judge of the Civil Court of the City of New York, and the Chief Clerk of the Civil Court of the City of New York, and/or their designees, the selected Coordinator will oversee the Guardian Ad Litem (GAL) Program for the New York City Civil Court and will ensure effective support and advocacy for impaired litigants in Housing Court. This role involves managing the application and appointment process for GALs who work to prevent evictions and connect vulnerable tenants with critical services as well as facilitating GAL training, including workshops and continuing legal education (CLE), and ensure GALs meet program standards, such as submitting necessary forms and following due process for payment eligibility through the NYC Human Resources Administration (HRA). Additionally, the Coordinator will serve as a liaison between GALs and Adult Protective Services (APS), addressing any issues that may arise in collaboration and payment procedures. This position is an excellent opportunity for a motivated individual to contribute to social justice by helping GALs deliver critical services to some of New York City's most vulnerable residents

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 cover letter and resume by email to 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: November 12, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 10, 2024

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