



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 22415

FAMILY COURT, NEW YORK CITY IS RECRUITING FOR THREE (3) 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 APPLICANT SELECTED

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 work with substantial independence from supervision for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; and Family Courts. Associate Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

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 work with substantial independence from supervision for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; and Family Courts. Senior Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

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 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; and Family Courts. Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

LOCATION: FAMILY COURT, NEW YORK CITY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: These pool court attorney positions will be under the supervision of the Deputy Administrative Judge and/or the Chief Support Magistrate and assigned to the Child Support Pilot in Kings County Family Court. Duties include but are not limited to: working in conjunction with the Support Magistrates to assist with triaging intake cases; providing procedural and legal information to unrepresented litigants regarding child support, paternity and custody matters; assisting unrepresented

litigants in the use of the Do-It-Yourself and NYSCEF e-filing computer programs; directing the public to the proper departments for assistance; reviewing court papers for legal sufficiency; collecting and reporting statistical information; and assisting in monitoring the implementation of the pilot program. Additional duties include researching and analyzing legal questions and issues; reviewing and preparing cases for trial including conducting case conferences; drafting confidential opinions and Findings of Fact; conferring with lawyers on unusual or complex proceedings and reviewing legal documents filed in connection with such proceedings. Experienced attorneys and recent law school graduates are encouraged to apply.

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: 3.

APPLICATION PROCEDURES: All interested persons meeting the minimum qualifications are required 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) a resume and cover letter by email to NYCFCHR@nycourts.gov or by mail to:

EUGENE HURLEY
CHIEF CLERK
NEW YORK CITY FAMILY COURT
60 LAFAYETTE STREET
NEW YORK, NEW YORK 10013

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

POSTING DATE: September 9, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 7, 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.
