



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 22504

FAMILY COURT, NEW YORK CITY IS RECRUITING FOR ONE (1) POSITION IN THE COURT ATTORNEY SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES. **CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #22422 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.**

**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.

**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.

**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; 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.

**LOCATION:** FAMILY COURT, NEW YORK CITY  
CITYWIDE

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** This pool attorney position will be assigned to one of the Supervising Judges in New York City Family Court. Duties may include but are not limited to: researching and analyzing legal questions and issues; reviewing and preparing cases

for trial including conducting case conferences; drafting confidential opinions; conferring with lawyers on unusual or complex proceedings and reviewing legal documents filed in connection with such proceedings; assisting with on-boarding and training of new court attorneys; serving as a liaison between the supervising judge and court staff, counsel and outside agencies; assisting with the on-going and evolving equal justice in the court's work, including community-based outreach; assisting the supervising judges review and response to complaint letters; reviewing and assessing cases to identify those that would be appropriate for ADR referrals; assisting with the management of caseloads of judges and other jurists who retire or on leave; providing court attorney assistance for judges when their court attorney is on leave or unexpectedly absent; reviewing adoptions and support objections; assisting with onboarding and training new jurists; sitting on court committees/sub-committees; assisting with special projects being coordinated by the supervising judge.

**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 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](http://www.nycourts.gov/careers/UCS5.pdf)) a resume and cover letter by email to [NYCFCHR@nycourts.gov](mailto: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:** January 17, 2025      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 14, 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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