



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23353

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

LOCATION: SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

BASE SALARY: \$122,603 + LOCATION PAY \$4,635

CLASSIFICATION: EXEMPT/CONFIDENTIAL

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. **Experience in commercial litigation is strongly preferred. Excellent research and writing skills and the ability to draft opinions in complex commercial matters are essential requirements for this position.**

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 personally appointed by the judge or judges for whom they work and serve at their pleasure.

ASSIGNMENT: This position is assigned to Hon. Andrew Borrok, Commercial Division Part 53. Duties include, but are not limited to: researching and analyzing intricate, complex, and sensitive legal issues and questions; preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence, and other written material; conferring with lawyers on unusual or complex proceedings and reviewing legal documents; reviewing and verifying citations; conferring with and advising the judge on legal issues; arranging the judge's calendar and scheduling meetings and conferences; and conducting discovery, pre-trial, and settlement conferences.

Principal Law Clerks to Judge must possess: knowledge of the laws and rules governing civil practice; proficiency in legal writing; the ability to read and comprehend complex legal and other technical data; the ability to analyze legal issues and identify relevant case opinions and facts; the ability to establish work priorities; the ability to handle sensitive matters on a confidential basis; legal experience handling complex commercial litigation.

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. 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), cover letter, a resume and one writing sample by email to sfc-part53@nycourts.gov with Reference: Application for Principal Law Clerk.

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: December 19, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 16, 2024

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