



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23429

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

LOCATION: SUPREME COURT, NEW YORK COUNTY - CIVIL TERM

BASE SALARY: \$126,278 + LOCATION PAY \$4,775

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.

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 a New York State Supreme Court Justice in New York County, Civil Term. Duties include, but are not limited to: researching and analyzing legal questions and issues and preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence and other written material; conferring with lawyers on complex proceedings and reviewing legal documents filed in connection with such legal proceedings; reviewing and verifying citations; conferring with and advising the judge on legal issues; and conducting conferences with attorneys and other parties to legal actions to clarify issues to be resolved or to settle cases.

Law Clerks to Judge must: possess knowledge of the laws and rules governing civil practice; proficiency in legal writing; the ability to read, comprehend, and communicate 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; and the ability to handle sensitive matters on a confidential basis.

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 dramseur@nycourts.gov with Reference: Application for Principal Law Clerk.

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

POSTING DATE: June 3, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 1, 2024

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