



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23504

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 the Hon. Lynn R. Kotler, New York State Supreme Court Justice, Civil Term, New York County. Duties include but are not limited to: research and analysis of complex legal issues; drafting court orders, decisions, and correspondence; proofreading opinions; conferring with and advising the Judge on legal and confidential matters; conducting and scheduling conferences; and preparing jury charges and verdict forms.

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) a resume, cover letter and a writing sample via email to lkotler@nycourts.gov.

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

POSTING DATE: January 10, 2025

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

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.
