



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 23512

---

**POSITION TITLE:** ASSISTANT LAW CLERK (MEDICAL MALPRACTICE PART) **JG: 23**

**LOCATION:** SUPREME COURT, NEW YORK COUNTY – CIVIL TERM

**BASE SALARY:** \$ 82,198 + \$ 4,775 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Graduation from an accredited law school no more than three (3) years prior to appointment and admission to the New York State Bar within eighteen months of appointment, **or** Appointment within three (3) years of first admission to any bar in the United States.

**DISTINGUISHING FEATURES OF WORK:** Assistant Law Clerks are appointed in the Civil Term by Justices of the Supreme Court, are assigned to Judges designated as Acting Supreme Court Justices for one or more full terms, or are appointed by Justices in the Appellate Divisions, Court of Appeals, and NYC Surrogate's Courts. They research and analyze legal issues raised in complex civil term motions and are responsible for preparing memorandums, drafting orders, opinions and verifying citations. Assistant Law Clerks are appointed to a one year clerkship, renewable four times, and are personally appointed by the Justice for whom they work and serve at their pleasure.

Judges who appoint an Assistant Law Clerk agree to forego the appointment of a Secretary and waive the right to such an appointment under section 36 of the Judiciary Law for the period of service for the Assistant Law Clerk.

**ASSIGNMENT:** This position is assigned to Hon. Kathy J. King, Supreme Court, New York County, Civil Term, **Medical Malpractice Part**. Duties include but are not limited to, preparing legal memoranda, conducting legal research, drafting orders and opinions, proofreading opinions, resolving scheduling issues with attorneys, reviewing infant and death compromise orders, scheduling motions, and conducting discovery and settlement conferences, and assisting in organizing the summer intern program. Additional responsibilities include administrative tasks, responding to emails and telephone calls, scheduling cases for trial and assisting in preparation of jury instructions and verdict sheets, and monitoring the court's docket. Excellent organizational skills are necessary for this position. **A background in medicine is preferred but not required.**

**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 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](http://www.nycourts.gov/careers/UCS5.pdf)) a cover letter and a resume by email to: [jtiburcio@nycourts.gov](mailto:jtiburcio@nycourts.gov).

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

---

**POSTING DATE:** February 13, 2025

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 13, 2025

---

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.

---

---