



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 24501

SUPREME COURT, NEW YORK COUNTY- CRIMINAL TERM IS RECRUITING FOR TWO (2) POSITIONS IN THE COURT ATTORNEY SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED. **CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #24423 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: SUPREME COURT, NEW YORK COUNTY- CRIMINAL TERM

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position is assigned to New York Supreme, Criminal Term, New York County as a "pool" attorney. Duties may include but are not limited to: researching and analyzing complex legal questions and issues; preparing draft decisions and memorandum of law; and assisting with courtroom proceedings, among other assignments. The ideal candidate will serve

in a confidential capacity and have the potential to work on a wide variety of cases at all stages of litigation with all jurists within the court; supporting increased caseloads with a priority in court matters; assisting with the management of caseloads of judges and other jurists who retire or on leave; and providing court attorney assistance for judges when their court attorney is on leave or unexpectedly absent.

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: 2.

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) and a cover letter and resume by email to nysupremecriminalhr@nycourts.gov or by mail to:

Christopher Disanto, Esq.
Chief Clerk VII
Supreme Court, Criminal Term New York County
100 Centre St, 10th floor, Room 1010
New York, NY 10013

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

POSTING DATE: February 3, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 3, 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.