



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 25448

**POSITION TITLE:** DEPUTY CHIEF COURT ATTORNEY **JG: 32**

**LOCATION:** SUPREME COURT – BRONX COUNTY, CIVIL TERM

**BASE SALARY:** \$ 133,330 + \$4,775 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar; **and** One year of service in the Associate Court Attorney title; **or** Seven (7) years of relevant legal experience after admission to the New York State Bar.

**DISTINGUISHING FEATURES OF WORK:** Deputy Chief Court Attorneys serve in a confidential capacity in a Supreme Court law department consisting of twenty (20) or more court attorneys, and are responsible for assisting in supervising, developing policy, and administering the operations. They research and analyze complex legal issues and questions for the court, act as special referees, and perform other related duties.

**ASSIGNMENT:** This position will be assigned to the Law Department. Duties include but are not limited to: assigning legal research and other work to attorneys, and monitoring and evaluating legal work; participating in developing law department policies, procedures and guidelines, and monitoring implementation; analyzing and preparing written interpretations of statutes and rules for the guidance of judicial and nonjudicial personnel; researching and analyzing complex legal issues and questions and preparing reports and confidential memoranda and drafting confidential opinions.

**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 [BXSUPCIVHR@nycourts.gov](mailto:BXSUPCIVHR@nycourts.gov) or by mail to:

LAKISHA C. BROWN  
CHIEF CLERK VII  
BRONX SUPREME COURT - CIVIL TERM  
851 GRAND CONCOURSE, ROOM 612,  
BRONX, NY 10451

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

**POSTING DATE:** September 24, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 22, 2024

**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.**