



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 26501

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

LOCATION: SUPREME COURT, KINGS COUNTY - CIVIL TERM

BASE SALARY: \$126,278 + \$4,775 Location Pay

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. **Preference will be given to candidates that have extensive civil litigation, jury trial, and motion practice 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 appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

ASSIGNMENT: The position is assigned to the Hon. Joy F. Campanelli, J.S.C. and will assist in Civil Term. Duties include but are not limited to: reviewing upcoming motions; preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence, and other written material; holding case conferences with attorneys; reviewing and verifying citations; conferring with and advising the Judge on legal issues; and conducting pretrial, status, and settlement conferences.

The Principal Law Clerk will work closely with the Judge's Assistant Law Clerk and the part clerk to ensure that chambers and the courtroom are running efficiently.

The Principal Law Clerk must possess strong legal writing skills; an extensive understanding of the laws, rules, practices, and procedures governing civil litigation; the ability to analyze legal issues; the ability to handle sensitive matters on a confidential basis; and excellent organizational skills, jury trial and motion practice experience.

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) cover letter, a resume, one writing sample, and a list of jury trials conducted, by email to jcadman@nycourts.gov with Reference: Application for Principal law Clerk.

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

POSTING DATE: January 15, 2025 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 17, 2025

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