



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 27502

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**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #27434 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.**

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

**LOCATION:** SUPREME COURT, QUEENS COUNTY – CIVIL TERM  
LONG ISLAND CITY COURTHOUSE

**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. **Excellent research and writing skills and the ability to draft timely opinions are essential requirements for this position.**

**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:** This position is assigned to the Honorable John C. V. Katsanos, Supreme Court Justice. Duties include but are not limited to: researching and analyzing legal issues and questions; drafting opinions, decisions, orders, jury charges, correspondence, and other written material; conferring with lawyers on unusual or complex proceedings and reviewing legal documents; reviewing and verifying citations; conferring with and advising the judge on legal issues; arranging the judge's calendar and scheduling meetings and conferences; and conducting discovery, pre-trial, and settlement conferences.

**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:** Any interested person meeting the minimum qualifications must submit a completed 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, a resume, college and law school transcripts (unofficial), bar admission status, list of professional references (with business address, number and email), list of representative legal work (such as list of transactions, types of cases and/or clients), two letters of recommendation, and two legal writing samples (1 to 10 pages each) by email to [QSCPart40@nycourts.gov](mailto:QSCPart40@nycourts.gov) (With "Application for Principal Law Clerk" in the email subject line).

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

**POSTING DATE:** January 28, 2025

**APPLICATIONS MUST BE EMAILED BY:** February 28, 2025

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