



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 27504

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #27415 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

POSITION TITLE: COURT ATTORNEY - REFEREE **JG: 31**

LOCATION: SUPREME COURT- CIVIL TERM, QUEENS COUNTY

BASE SALARY: \$ 126,278 + \$ 4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Three (3) years of service in the Associate Court Attorney title; or Eight (8) years of relevant legal experience gained after admission to the New York State Bar. **Candidates with exceptional writing skills and Civil Term experience are preferred.**

DISTINGUISHING FEATURES OF WORK: Court Attorney-Referees act as special referees and research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court 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 work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT: This position will be assigned to the Matrimonial department. Duties and responsibilities include but are not limited to: conducting hearings to either hear and report, or hear and determine; conducting conferences; taking testimony and reporting findings of facts to judge; researching and analyzing complex legal questions and issues; writing confidential memoranda and drafting opinions; reviewing and signing judgments for uncontested divorces; and conducting presumptive mediation after proper training and certification.

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

KIMBERLY GRIMSLEY
PERSONNEL DEPARTMENT
SUPREME COURT-CIVIL TERM, QUEENS COUNTY
88-11 SUTPHIN BOULEVARD
JAMAICA, NY 11435

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

POSTING DATE: January 31, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 28, 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.
