



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52462

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**CANDIDATES WHO HAVE ALREADY APPLIED TO POSITION #52452 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.**

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**POSITION TITLE:** ASSISTANT LAW CLERK **JG: 23**

**LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT SUPREME COURTHOUSE  
88-11 SUTPHIN BOULEVARD, JAMAICA, NY 11435

**BASE SALARY:** \$ 82,198 + \$ 4,775 LOCATION PAY

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Graduation from an accredited law school no more than three (3) years prior to appointment and admission to the New York State Bar within eighteen months of appointment. **or** Appointment within three (3) years of first admission to any bar in the United States.

**DISTINGUISHING FEATURES OF WORK:** Assistant Law Clerks are appointed in the Civil Term by Justices of the Supreme Court, are assigned to Judges designated as Acting Supreme Court Justices for one or more full terms, or are appointed by Justices in the Appellate Divisions, Court of Appeals, and NYC Surrogate's Courts. They research and analyze legal issues raised in complex civil term motions and are responsible for preparing memorandums, drafting orders, opinions and verifying citations. Assistant Law Clerks are appointed to a one-year clerkship, renewable four times, and are personally appointed by the Justice for whom they work and serve at their pleasure.

**ASSIGNMENT:** This position is assigned to Associate Justice Janice A. Taylor of the Appellate Division, Second Department, in Queens County. The duties shall include but are not limited to: researching and analyzing legal issues in appellate matters; drafting opinions and memoranda; assisting with court events and various administrative/clerical duties.

**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, a resume, writing sample, and transcript by email to [AD2-Postings@nycourts.gov](mailto:AD2-Postings@nycourts.gov) with the appropriate announcement number in the subject line or by mail to:

Appellate Division, 2nd Department  
45 Monroe Place  
Brooklyn, New York 11201  
Attention: Human Resources Department

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

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**POSTING DATE:** November 14, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 12, 2024

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