



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 6430

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**THE 6<sup>TH</sup> JUDICIAL DISTRICT IS RECRUITING FOR ONE (1) POSITION IN THE COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.**

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**POSITION TITLE:** PRINCIPAL COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE **JG: 31**

**BASE SALARY:** \$126,278

**QUALIFICATIONS:** Admission to the New York State Bar; **and** Two (2) years of service in the Associate Court Attorney (Trial Part) to Acting Justice title; **or** Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Principal Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Principal Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing uniquely intricate, complex, and sensitive legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

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**POSITION TITLE:** ASSOCIATE COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE **JG: 28**

**BASE SALARY:** \$107,629

**QUALIFICATIONS:** Admission to the New York State Bar; **and** One year of service in the Senior Court Attorney (Trial Part) to Acting Justice title; **or** Three (3) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Associate Court Attorneys (Trial Part) to Acting Justice are assigned full-time to Judges designated as Acting Justices for one or more full terms. Associate Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing complex and difficult legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

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**POSITION TITLE:** SENIOR COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE **JG: 26**

**BASE SALARY:** \$96,594

**QUALIFICATIONS:** Admission to the New York State Bar; **and** Two (2) years as a Court Attorney (Trial Part) to Acting Justice; **or** Two (2) years of relevant legal, including up to 18 months pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Senior Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Senior Court Attorneys (Trial Part) to Acting Justice work with substantial independence from supervision and are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court.

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**POSITION TITLE:** COURT ATTORNEY (TRIAL PART) TO ACTING JUSTICE **JG: 24**

**BASE SALARY:** \$86,737

**QUALIFICATIONS:** Graduation from an accredited law school; **and** Admission to the New York State Bar within eighteen (18) months of appointment.

**DISTINGUISHING FEATURES OF WORK:** Court Attorneys (Trial Part) to Acting Justice are assigned full-time to judges designated as Acting Justices of the Supreme Court for one or more full terms. Court Attorneys (Trial Part) to Acting Justice are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an Acting Justice of the Supreme Court under direct supervision.

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**LOCATION:** 6<sup>TH</sup> JUDICIAL DISTRICT  
CORTLAND COUNTY

**CLASSIFICATION:** NON-COMPETITIVE / CONFIDENTIAL

**ASSIGNMENT:** This position is assigned to an Acting Supreme Court Justice in Cortland County. Duties include but are not limited to: researching legal issues; drafting court decisions, jury charges, correspondence and other written material; assisting the Judge at hearings and trial; conferring with and advising the Judge on legal and confidential matters; scheduling and conducting 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. 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 resume and cover letter and two writing samples by email to <https://ww2.nycourts.gov/6jdjobs> or by mail to:

ALANNA VROMAN  
HUMAN RESOURCES  
SIXTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE  
THE KILMER BUILDING  
31 LEWIS STREET, 5TH FLOOR  
BINGHAMTON, NY 13901

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

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**POSTING DATE:** September 19, 2024      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 17, 2024

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