



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 6903

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

LOCATION: 6th JUDICIAL DISTRICT
DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$ 109,970

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.

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 provide legal support throughout the 10 counties of the Sixth Judicial District. Duties include but are not limited to: conducting hearings and conferences, taking testimony and reporting findings of facts to judges, researching and analyzing complex legal questions and issues, writing confidential memoranda and drafting opinions in foreclosure, matrimonial and other cases as assigned by and under the supervision of the District Administrative Judge or his or her designee. The position will particularly assist in the timely disposition of matters pending in the courts of the Unified Court System and will support the judiciary in achieving the same goal. Assignments will vary and will include all courts in all counties. Travel is required and will be commonly incurred.

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: 2.

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 by email to 6jdemployment@nycourts.gov or 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 EEO DATA COLLECTION FORM.

POSTING DATE: February 26, 2019

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 19, 2019

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