



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 31602

POSITION TITLE: SUPERVISING COURT ATTORNEY **JG: 32**

LOCATION: SURROGATE'S COURT, BRONX COUNTY

BASE SALARY: \$ 109,411 + \$ 3,697 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Two (2) 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:

Supervising Court Attorneys serve in a confidential capacity and are responsible for supervising a law department consisting of three (3) or more subordinate court attorneys, including Principal Court Attorneys and/or Court Attorneys-Referee, in courts with a service population exceeding 400,000. They make assignments, review work product, develop policy, oversee all law department operations, research and analyze complex legal issues and questions for the court and perform other related duties.

ASSIGNMENT:

Duties include but are not limited to: screening candidates for attorney positions, assigning legal research, and evaluating completed work; developing policies and procedures and issuing guidelines for implementation; analyzing and preparing written interpretations of statutes and rules; researching and analyzing complex legal issues and questions and preparing confidential memoranda; drafting confidential opinions; and conferring with lawyers on unusual or complex proceedings and reviews legal documents filed in connection with such proceedings.

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 to:

MICHAEL P. HAUSLER
CHIEF CLERK VI
SURROGATE'S COURT, BRONX COUNTY
851 GRAND CONCOURSE, ROOM 327
BRONX, NY 10451

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 17, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 7, 2016

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.