



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 20513\_Extended2

**POSITION TITLE:** ASSISTANT LAW CLERK**JG: 23****LOCATION:** NEW YORK CITY CIVIL COURT, QUEENS COUNTY**BASE SALARY:** \$ 84,659 + \$ 4,920 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 will be assigned to the Supervising Judge of the NYC Civil Court, Hon. Ira R. Greenberg, Acting Justice, Supreme Court, Queens County. Duties include but are not limited to: preparing confidential legal memoranda; conducting legal research; drafting orders and opinions; proofreading opinions; resolving scheduling issues with attorneys and conducting discovery and settlement conferences. Additional responsibilities include administrative tasks; responding to telephone calls and letters; providing support for Judges and Court Attorneys for conferences, motions and assisting with trial issues (including preparing jury charges and researching evidentiary issues); scheduling cases; and monitoring the court's docket.

**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 resume, two writing samples, and law school transcript (optional) by email to: [submissionJIG@nycourts.gov](mailto:submissionJIG@nycourts.gov).

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.**

**POSTING DATE:** March 26, 2025**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 11, 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.