



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 27524

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #27516 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

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

LOCATION: SUPREME COURT, QUEENS COUNTY - CIVIL TERM

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.¹ 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.

¹ Judges who appoint an Assistant Law Clerk agree to forego the appointment of a Secretary and waive the right to such an appointment under section 36 of the Judiciary Law for the period of service for the Assistant Law Clerk.

ASSIGNMENT: This position is assigned to Supreme Court Justice Maurice Muir in Queens County, Civil Term. Assistant Law Clerk's responsibilities include but are not limited to: researching and analyzing legal issues; drafting opinions, decisions, orders, memoranda and correspondence; participating in court conferences; reviewing orders to show cause and other applications; drafting jury instructions and verdict sheets; management of justice's case inventory and prepare reports; and providing other personal and confidential assistance to the judge, as needed.

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 must submit a completed 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), a resume, law school transcript (unofficial), two references, and two writing samples not exceeding 10 pages each by email to mmuir@nycourts.gov (With Assistant Law Clerk in the subject line).

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

POSTING DATE: July 3, 2025

APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS

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