UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO.   20613

A position will be filled in one of the following titles and will be dependent on the qualifications of the applicant selected.

POSITION TITLE: ASSOCIATE COURT ATTORNEY   **JG** - 30

BASE SALARY: $123,228   + $4,920 Location Pay

QUALIFICATIONS: Admission to the New York State Bar; and Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Associate Court Attorneys research and analyze complex legal issues and questions and may be responsible for supervision of 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 under supervision for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; Family Court; District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Associate Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

POSITION TITLE: SENIOR COURT ATTORNEY   **JG** - 26

BASE SALARY: $99,490   + $4,920 Location Pay

QUALIFICATIONS: Admission to the New York State Bar; and Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Senior Court Attorneys research and analyze complex legal issues and questions and may be responsible for supervision of 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 under supervision for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; Family Court; District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Senior Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

POSITION TITLE: COURT ATTORNEY   **JG** - 23

BASE SALARY: $84,659   + $4,920 Location Pay

QUALIFICATIONS: Admission to the New York State Bar; or 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 research and analyze legal issues and questions and perform other related duties. They serve in a confidential capacity and under supervision for judges or groups of judges in Supreme Court; County Court; Surrogate's Court; the Court of Claims; Family Court; District Court; the Criminal Court and Civil Court of the City of New York; and City Courts with two or more full-time judges. Court Attorneys may be assigned to judges designated as Acting Justices of the Supreme Court for one full term or less.

LOCATION: NEW YORK CITY CIVIL COURT

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position is assigned to the Court Attorney Pool of the New York City Civil Court, based on operational needs, to support the Housing Part and/or the Court's Help Centers.

Court Attorneys assigned to the Housing Part provide legal support to judges, including conferencing cases with attorneys and self-represented litigants; assisting parties in resolving disputes and reaching settlements; conducting legal research; conferring with and advising judges on legal issues; drafting decisions, orders, and legal memoranda; and preparing responses to inquiries.

Court Attorneys assigned to the Help Centers provide procedural assistance to self-represented litigants across all case types heard in the court, including Civil, Housing, and Small Claims/Commercial Claims matters. Duties include, but are not limited to: providing procedural information; assisting litigants with Do-It-Yourself (DIY) computer programs to generate court forms and informational materials; answering general questions from the public; providing appropriate forms; directing court users to the proper departments; reviewing court papers for completeness; collecting and reporting statistical data; and serving as a liaison to statewide Help Center administration.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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), resume, cover letter, letter of recommendation, and one legal writing sample by email to ChiefClerkCivil@nycourts.gov or by mail to:

<div align="center">

Tanya Faye
Chief Clerk
NYC Civil Court
111 Centre Street, Room 836
New York, NY 10013

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

POSTING DATE: February 27, 2026   **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 27, 2026