



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 27622

POSITION TITLE: CHIEF COURT ATTORNEY

JG: 33

LOCATION: SUPREME COURT, QUEENS COUNTY – CIVIL TERM

BASE SALARY: \$145,103 + \$4,920 LOCATION PAY

CLASSIFICATION: EXEMPT/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: Chief Court Attorneys serve in a confidential capacity and are responsible for supervising a law department consisting of eight (8) 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 Justices, Law Clerks, Law Department staff and practicing attorneys on unusual or complex proceedings and reviewing 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), a resume, and cover letter by email to QSCemployment@nycourts.gov or by mail to:

KIMBERLY GRIMSLEY
PERSONNEL DEPARTMENT
SUPREME COURT - CIVIL TERM, QUEENS COUNTY
88-11 SUTPHIN BOULEVARD
JAMAICA, NY 11435

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

POSTING DATE: August 11, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 8, 2026

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.