



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO.8918

ERIE COUNTY SURROGATE'S COURT IS RECRUITING FOR ONE (1) POSITION IN THE COURT ATTORNEY SERIES. THE POSITION WILL BE FILLED IN ANY OF THESE TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

ASSIGNMENT: This position will be assigned to the Help Center in Erie County Surrogate's Court. Duties include but are not limited to: staffing the Help Center and providing procedural information to unrepresented litigants in Surrogate's Court Practice; assisting unrepresented litigants in the use of the Do-It-Yourself computer programs to generate court forms and information sheets; answering general questions from the public; distributing forms; directing the public to the proper departments for assistance; reviewing court papers; collecting and reporting statistical information and acting as a liaison with statewide Help Center administration.

Candidates with Surrogate's Court experience preferred.

POSITION TITLE: ASSOCIATE COURT ATTORNEY JG - 30

BASE SALARY: \$106,274

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 raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court 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 work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

POSITION TITLE: SENIOR COURT ATTORNEY JG - 26

BASE SALARY: \$85,806

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 raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court 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 work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

POSITION TITLE: COURT ATTORNEY JG - 23

BASE SALARY: \$73,020

QUALIFICATIONS: Admission to the New York State Bar; or Graduation from an accredited law school and admission to the New York State Bar within 18 months of appointment.

DISTINGUISHING FEATURES OF WORK:

Court Attorneys research and analyze legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts. They serve in a confidential capacity and work for the court under supervision in units located in special parts of the Supreme Court or in County and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000. Court Attorneys also perform other related duties.

LOCATION: 8TH JUDICIAL DISTRICT
ERIE COUNTY SURROGATE'S COURT
HELP CENTER

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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 and **cover letter that explains your interest in assisting unrepresented litigants and qualifications for this particular assignment in the Surrogate's Court Help Center** to:

DAWN LUKASIEWICZ
PRINCIPAL COURT ANALYST
8TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
92 FRANKLIN STREET
BUFFALO, NY 14202

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 21, 2019

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 12, 2019

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.
