



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52629

THE APPELLATE DIVISION, SECOND DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE LAW CLERK TO APPELLATE DIVISION JUSTICE SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED. **CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #52607 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.**

POSITION TITLE: SENIOR PRINCIPAL LAW CLERK TO APPELLATE DIVISION JUSTICE **JG: 32**

BASE SALARY: \$137,325 + \$4,920 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar and three (3) years of service in the Principal Law Clerk to Appellate Division Justice title; or eight (8) years legal experience

DISTINGUISHING FEATURES OF WORK: Senior Principal Law Clerks to Appellate Division Justice are responsible for researching and analyzing the most complex and sensitive legal issues and questions for individual Appellate Division Justices. They also provide other personal and confidential assistance to individual Appellate Division justices. Senior Principal Law Clerks to Appellate Division Justices are personally appointed by the justice for whom they work and serve at their pleasure.

POSITION TITLE: PRINCIPAL LAW CLERK TO APPELLATE DIVISION JUSTICE **JG: 31**

BASE SALARY: \$130,061 + \$4,920 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar; **and** Three years of service in the Associate Law Clerk to Appellate Division Justice title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Principal Law Clerks to Appellate Division Justice are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual Appellate Division justices. They also provide other personal and confidential assistance to individual Appellate Division justices. Principal Law Clerks to Appellate Division Justice are personally appointed by the justice for whom they work and serve at that justice's pleasure.

POSITION TITLE: ASSOCIATE LAW CLERK TO APPELLATE DIVISION JUSTICE **JG: 28**

BASE SALARY: \$110,853 + \$4,920 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar; **and** Two years of service in the Senior Law Clerk to Appellate Division Justice title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Associate Law Clerks to Appellate Division Justice are responsible for researching and analyzing complex and difficult legal issues and questions for individual Appellate Division Justices. They also provide other personal and confidential assistance to individual Appellate Division Justices. Associate Law Clerks to Appellate Division Justice are appointed by the justice for whom they work, and serve at the justice's pleasure.

LOCATION: APPELLATE DIVISION, SECOND DEPARTMENT
100 SUPREME COURT DRIVE, MINEOLA, NEW YORK

CLASSIFICATION: EXEMPT/CONFIDENTIAL

ASSIGNMENT: This position is assigned to Hon. Helen Voutsinas, Associate Justice of the Appellate Division, Second Department. The Law Clerk confers with and advises the Justice on legal issues. They will be responsible for researching and analyzing complex and intricate legal questions and preparing memoranda with recommendations. The Law Clerk is also responsible for drafting opinions, decisions, orders, correspondence and other written material, reviewing and verifying citations, and reviewing legal documents submitted in connection with matters before the Court. The Law Clerk may be called upon to consult with other Justices of the Court, their chambers staff and the Court's central legal staff on pending matters.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a cover letter and resume by email to hvoutsin@nycourts.gov.

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

POSTING DATE: April 28, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 12, 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.
