



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 32304

POSITION TITLE: PRINCIPAL COURT ATTORNEY **JG: 31**

LOCATION: SURROGATE'S COURT, KINGS COUNTY

BASE SALARY: \$ 122,603 + \$ 4,635 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; **and** Two (2) 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: Principal Court Attorneys serve in a confidential capacity and are responsible for overseeing the operations of special parts, terms or departments in courts with a service population exceeding 400,000. They assist the Chief Court Attorney or Supervising Court Attorney in formulation and implementation of office policy, supervision and administering the operations of a law department. Principal Court Attorneys research and analyze complex legal issues and questions for the court, may be designated to act as special referees and perform other related duties.

ASSIGNMENT: This position will assist with developing policies and procedures related to the establishment of a Help Center operation in the Kings County Surrogate's Court. Duties include, but are not limited to: staffing the Help Center and providing legal and 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; directing the public to the proper departments for assistance; reviewing court papers; providing referrals; collecting and reporting statistical information; and acting as a liaison with statewide Help Center administration.

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 KingsSurrogates-Employment@nycourts.gov or by mail to:

Kim N. Stephens
Deputy Chief Clerk
Surrogate's Court, Kings County
2 Johnson Street, Room 302
Brooklyn, NY 11201

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

POSTING DATE: October 17, 2023 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 14, 2023

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