



UCS- 23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 14143

POSITION TITLE: LEGAL FELLOW **JG: 23**

LOCATION: OFFICE OF COURT ADMINISTRATION
NYC

BASE SALARY: \$82,198 + \$4,775 LOCATION PAY (NYC ONLY)

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL - **Temporary 1-Year Fellowship** (renewable for up to one year)

QUALIFICATIONS: Receipt of a Juris Doctor degree from a fully accredited law school. Applicants must have graduated no more than 3 years prior to the date of appointment.

PROGRAM OVERVIEW: The Franklin H. Williams Judicial Commission, in coordination with the New York State Unified Court System, offers one-year Legal Fellowships to recent law school graduates interested in pursuing a legal career in public service. The Fellowships are renewable for one additional year at the discretion of the Williams Commission. The Legal Fellow assists with researching and writing and rotate in the various courts for the judicial district where the Legal Fellow is assigned in order to be exposed to various areas of the law. This assignment will offer valuable professional legal experience to new attorneys while also exposing them to judicial decision making and court operations. The Legal Fellows Program also will offer a special window into the justice system. Forums will be conducted for the Legal Fellows to meet with judges, elected officials, government appointees and public policy makers to learn about their work in public service as well as their individual professional experiences. Together with the Fellowship assignments, these forums will provide practical insight into the courts and professional opportunities in the legal system.

ASSIGNMENT: There is currently one (1) one-year fellowship available in NYC. The fellowship is renewable for one additional year at the discretion of the Franklin H. Williams Judicial Commission. Duties include but are not limited to: researching and analyzing complex legal issues, drafting orders, opinions, and correspondence, proofreading opinions, learning and utilizing court technologies and resources, and preparing for trials, which includes drafting jury charges and verdict forms. A comprehensive state employment benefits package will be available.

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 Legal Fellows in the title, and every position does not necessarily require these duties. 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 cover letter, a resume, a writing sample, law school transcript, two recent letters of recommendation from law school professors (if you have been practicing law following receipt of a J.D. degree, and letters from legal employers may be substituted) by email to FHWilliams@nycourts.gov or by mail to:

Mary Lynn Nicolas-Brewster, Esq.
Executive Director, Franklin H. Williams Judicial Commission
Office of Court Administration
25 Beaver Street, 8th Floor
New York, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: October 24, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 21, 2024

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