



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 26618

---

**POSITION TITLE:** PRINCIPAL LAW CLERK TO JUDGE **JG: 31**

**LOCATION:** SUPREME COURT, KINGS COUNTY - CIVIL TERM

**BASE SALARY:** \$130,061 + \$4,920 Location Pay

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Associate Law Clerk to Judge title; or five (5) years of relevant legal experience, including up to 18 months of pre-admission experience. **Candidates with 5 years of legal experience are preferred. Law Review or Law Journal experience is a plus. Candidates must have excellent writing and research skills.**

**DISTINGUISHING FEATURES OF WORK:** Principal Law Clerks to Judge are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Principal Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

**ASSIGNMENT:** This position is assigned to the Hon. Katherine A. Levine in Kings County, Civil Term. Duties include, but are not limited to: researching and analyzing intricate, complex, and sensitive legal issues and questions; preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence, and other written material; conferring with lawyers on unusual or complex proceedings and reviewing legal documents; reviewing and verifying citations; conferring with and advising the judge on legal issues; arranging the judge's calendar and scheduling meetings and conferences; and conducting discovery, pre-trial, and settlement conferences. The candidate should possess knowledge of the laws and rules governing civil practice; excellent legal writing and analytical skills; the ability to read and comprehend complete legal and other technical data; the ability to analyze complex legal issues and identify relevant case opinions and facts; the ability to establish work priorities; the ability to handle sensitive matters on a confidential basis; excellent researching skills; and the ability to pay close attention to detail, grammar, and citations.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume, cover letter, and one writing sample via email to [pmorley@nycourts.gov](mailto:pmorley@nycourts.gov) and [klevine@nycourts.gov](mailto:klevine@nycourts.gov) with reference: Application for Principal Law Clerk

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

---

**POSTING DATE:** April 7, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 5, 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.**

---