



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 5615

POSITION TITLE: COURT ATTORNEY – REFEREE (ADR)

JG: 31

LOCATION: 5TH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE

BASE SALARY: \$130,061

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; **and** Three years of service in the Associate Court Attorney title; **or** Eight years of relevant legal experience gained after admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK: Court Attorney-Referees act as special referees and 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, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT: This position is assigned to the District Administrative Office and is under the direct supervision of the Alternative Dispute Resolution Coordinator for the Fifth Judicial District. Duties include but are not limited to: providing technical assistance to the ADR Coordinator or court administrators in the development and implementation of protocols, guidelines, and best practices regarding the ADR program within their jurisdiction; act as a liaison between the court and Community Dispute Resolution Centers, volunteer law school clinics, and volunteer mediators and evaluators; recruit volunteer mediators; create and maintain rosters of certified mediators and evaluators; monitor training programs that qualify neutrals and mediators; monitor case progress, scheduling, advises on policies, and analyzes operations data; evaluate the progress and performance of court-sponsored ADR programs by compiling reports and interpreting comprehensive statistics and data; and perform other related duties. This position will also be required to oversee and participate in voluntary and mandatory arbitration programs throughout the 5th Judicial District. Travel is required.

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 must 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), resume, and cover letter by email to 5JDJobs@nycourts.gov or mail to:

DONALD C. DOERR, ESQ.
DISTRICT EXECUTIVE
FIFTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
600 SOUTH STATE STREET, ROOM 300
SYRACUSE, NEW YORK 13202

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

POSTING DATE: April 23, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 21, 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.