



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 11609\_Extended

**POSITION TITLE:** PRINCIPAL LAW CLERK TO JUDGE **JG: 31****LOCATION:** SUPREME COURT, SUFFOLK 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. **Experience in civil litigation is strongly preferred. Superior research and writing skills, and the ability to draft judicial decisions, orders, and judgments in complex civil matters in an expeditious manner and the ability to establish work priorities are essential for this position.**

**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 NYS Supreme Court Justice Linda Kevins, Suffolk County, NY. 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, jury verdict sheets, correspondence, and other written material; conferring with lawyers on unusual or complex proceedings and reviewing legal documents; reviewing and verifying legal citations; conferring with and advising the judge on legal issues; arranging the judge's calendar and scheduling and conducting discovery, pre-motion, pre-trial, and settlement conferences.

Principal Law Clerks to Judge must possess: knowledge of the laws and rules governing civil practice; proficiency in legal writing; the ability to read and comprehend complex legal and other technical data; the ability to analyze 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; legal experience handling complex civil litigation.

**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/carrers/UCS5.pdf](http://www.nycourts.gov/carrers/UCS5.pdf)), cover letter, resume, college and law school transcripts (unofficial), list of professional references (with business address, telephone number and email), list of representative legal work and types of cases, two letters of recommendation, and two legal writing samples (3 to 10 pages each) by email to [LKevins@nycourts.gov](mailto:LKevins@nycourts.gov) (with "Application for Principal Law Clerk" in the email subject line).

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

**POSTING DATE:** March 26, 2026**APPLICATIONS WILL BE ACCEPTED ON A CONTINUOUS BASIS**

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