



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23613

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

LOCATION: SUPREME COURT, NEW YORK 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. **Excellent research and writing skills; and the ability to draft timely orders are essential requirements 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 personally appointed by the judge or judges for whom they work and serve at their pleasure.

ASSIGNMENT: This position is assigned to Hon. Kim M. Parker, Supreme Court Justice in New York County, Civil Term. Duties include, but are not limited to: researching and analyzing legal questions and issues and preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence and other written material; conferring with lawyers on complex proceedings and reviewing legal documents filed in connection with such legal proceedings; reviewing and verifying citations; conferring with and advising the judge on legal issues; and conducting conferences with attorneys and other parties to legal actions to clarify issues to be resolved or to settle cases; ability to establish work priorities; handle sensitive matters on a confidential basis; arrange the judge's calendar and schedule meetings and conferences; and **outstanding research and writing skills.**

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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. 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), cover letter; a resume; two writing samples; college and law school transcript (unofficial); bar admission status; list of professional references (with business address, number and email), list of representative legal work (such type of cases and/or clients) by email to Kiriaki Tsevdos ktsevdos@nycourts.gov with Reference: Application for Principal Law Clerk.

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

POSTING DATE: May 5, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 2, 2026

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