



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 25617

POSITION TITLE: COMMERCIAL DIVISION LAW CLERK **JG: 23**

LOCATION: SUPREME COURT, BRONX COUNTY – CIVIL TERM

BASE SALARY: \$ 84,659 + \$ 4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE / TEMPORARY

QUALIFICATIONS: Graduation from an accredited law school and admission to the New York State Bar within eighteen months of appointment.

DISTINGUISHING FEATURES OF WORK: Commercial Division Law Clerks are assigned to work directly for a Justice in the Commercial Division. Responsibilities include: drafting decisions and orders, assisting Justices with discovery disputes, assisting with case scheduling conferences, assisting with the management of the Justice's case inventory, reviewing and researching evidentiary issues before and during trials, drafting jury instructions and verdict sheets and performing other related duties.

ASSIGNMENT: Commercial Division Law Clerks are appointed to a one- year clerkship, renewable four times at the judge's discretion. Duties include but are not limited to: research and analysis of complex legal issues; drafting opinions and orders in complex matters; conferring with lawyers in discovery and settlement conferences; arranging the judge's calendar and scheduling meetings and conferences; and providing other assistance to the judge in managing and resolving cases.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) a cover letter and a resume by email to BxsupcivHR@nycourts.gov or by mail to:

LAKISHA C. BROWN
CHIEF CLERK VII
BRONX SUPREME COURT - CIVIL TERM
851 GRAND CONCOURSE, ROOM 612
BRONX, NY 10451

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

POSTING DATE: April 28, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 26, 2026

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