



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 11614

POSITION TITLE: COURT ATTORNEY - REFEREE **JG: 31**

LOCATION: SUFFOLK COUNTY SUPREME COURT

BASE SALARY: \$130,061 + \$4,920 LOCATION PAY

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 role supports the Court's Article 81 annual accounting and compliance operations, working closely with Court Examiners, Part 36 guardians, lay guardians, the Guardianship Department, and other key stakeholders to ensure timely filings and effective case management. Duties include but are not limited to: serving as liaison for annual accounting and general compliance calendars; coordinating with Court staff for filings, bond issues, written demands, and final accounting matters; hearing and overseeing accounting and compliance calendars; ensuring guardian compliance with annual reporting requirements under MHL 581.31 and 581.32; issuing and tracking written demands for delinquent or incomplete annual reports; following statutory procedures; reviewing annual reports for sufficiency and requesting revisions or additional documentation as needed; assisting in preparing orders confirming annual reports and ensuring supporting orders or references are included; completing annual report examinations and confirmations within the required 30-day time frame; providing compliance status updates and delinquency reports; participating in periodic audits of Court Examiner inventories and support ongoing quality assurance. Candidates that have completed the mediator training and NY Part 36 training as well as prior experience in guardianship compliance, case monitoring, or related court operations, along with a demonstrated ability to manage statutory deadlines and high-volume caseloads is preferred.

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), a resume and cover letter by email to 10jdsufjobs@nycourts.gov or by mail to:

LORIE-ANN BITETTI
DISTRICT EXECUTIVE
400 CARLETON AVENUE,
CENTRAL ISLIP, NEW YORK 11722

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

POSTING DATE: May 22, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 19, 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.
