



UCS- 23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1654

POSITION TITLE: LEGAL FELLOW **JG: 23**

LOCATION: OFFICE OF COURT ADMINISTRATION
NEW YORK STATE JUDICIAL INSTITUTE
WHITE PLAINS, NY

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

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL - **Temporary 1-Year Fellowship** (renewable for up to one year)

QUALIFICATIONS: Receipt of a Juris Doctor degree from a fully accredited law school. Applicants must have graduated no more than 3 years prior to the date of appointment. Participation on law journal/law review preferred.

PROGRAM OVERVIEW: The New York State Judicial Institute, in coordination with the New York State Unified Court System, offers one-year Legal Fellowships to recent law school graduates interested in pursuing a legal career in public service. The Fellowships are renewable for one additional year at the discretion of the Judicial Institute. The Judicial Institute is a statewide, year-round center for judicial education, training, and research designed to enhance New York State's courts and ensure the State's judiciary sets the standard for decisional and operational excellence around the country. The Legal Fellow assists with research and writing in support of upcoming Judicial Institute programs, contributes to the development of educational programming for both judicial and nonjudicial court personnel, and gains exposure to various areas of the law. This assignment will offer valuable professional legal experience to new attorneys while also exposing them to judicial decision making and court operations. The Legal Fellows Program also will offer a special window into the justice system. Forums will be conducted for the Legal Fellows to meet with judges, elected officials, government appointees, and public policy makers to learn about their work in public service as well as their individual professional experiences. Together with the Fellowship assignments, these forums will provide practical insights into the courts and professional opportunities in the legal system.

ASSIGNMENT: There is one (1) one-year fellowship available at the NYS Judicial Institute in White Plains, New York. The fellowships are renewable for one additional year at the discretion of the Judicial Institute. Duties include but are not limited to: researching and analyzing complex legal issues, coordinating and assisting in the preparation of judicial education programming, learning and utilizing court technologies and resources, and drafting and proofing memorandum and correspondence. A comprehensive state employment benefits package will be available.

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. 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) and a resume by email to nysji@nycourts.gov or by mail to:

Hon. Kathie E. Davidson
Dean of the New York State Judicial Institute
84 North Broadway
White Plains, NY 10603

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

POSTING DATE: June 2, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 30, 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.
