



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 25624

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**POSITION TITLE:** SENIOR SETTLEMENT COORDINATOR **JG: 31**

**LOCATION:** SUPREME COURT, BRONX COUNTY – CIVIL TERM

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

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and five (5) years of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** The Senior Settlement Coordinator is responsible for establishing mediation and other alternative dispute resolution programs and activities to facilitate settlement of cases under the Alternative Dispute Resolution Program. The Senior Settlement Coordinator performs other related duties as assigned.

**ASSIGNMENT:** This position is assigned to the Law Department. The Senior Settlement Coordinator is responsible for conducting conferences, mediation, and settlement negotiations. Duties include but are not limited to: conducting and coordinating screenings; reviewing cases to identify facts; evaluating claims; conducting conferences or mediation sessions with lawyers, parties to the action, and others; researching and analyzing complex legal questions and issues; writing legal memoranda; and consulting with judges and court personnel.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) a cover letter and a resume by email to [BXSUPCIVHR@nycourts.gov](mailto: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.](#)**

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**POSTING DATE:** June 5, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 3, 2026

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