



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 23628

POSITION TITLE: PRINCIPAL COURT ATTORNEY**JG: 31****LOCATION:** SUPREME COURT, NEW YORK COUNTY – CIVIL TERM**BASE SALARY:** \$130,061 + \$4,920 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** Admission to the New York State Bar; **and** Three (3) years of service in the Associate Court Attorney title; **or** Eight (8) years of relevant legal experience gained after admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK: Principal Court Attorneys serve in a confidential capacity and are responsible for overseeing the operations of special parts, terms or departments in courts with a service population exceeding 400,000. They assist the Chief Court Attorney or Supervising Court Attorney in formulation and implementation of office policy, supervision and administering the operations of a law department. Principal Court Attorneys research and analyze complex legal issues and questions for the court, may be designated to act as special referees and perform other related duties.

ASSIGNMENT: This position will be assigned to the Commercial Division. Duties include but are not limited to: reviewing orders to show cause filed in the Commercial Division (CD) to ensure compliance with the CPLR and court rules; coordinating with the CD Motion Support Office to enhance the productivity of processing motions; reviewing letter applications requesting assignment to the CD and drafting proposed administrative orders resolving the applications; screening cases to ensure they are properly assigned to the CD; reviewing orders to show cause to seal court files, fielding public questions regarding sealing procedures, and educating attorneys about sealing best practices; coordinating with clerks and CD chambers to help reduce backlogs, streamlining procedures, and enhancing efficiency; liaising with bar associations to educate attorneys about best practices, notifying attorneys about any CD procedural changes, and coordinating speakers for bar association programs; and working with the Technology Department on creating reports to help CD judges manage caseloads, identify problems, and create efficiencies.

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) and a resume and cover letter by email to SFC-Job-Applications@nycourts.gov or by mail to:

PETER SORRENTO
CHIEF CLERK
SUPREME COURT CIVIL TERM, NEW YORK
60 CENTRE STREET, ROOM 700
NEW YORK, NEW YORK 10007

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

POSTING DATE: July 15, 2026**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 12, 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.