



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 23629

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #23608 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.

POSITION TITLE: SENIOR SETTLEMENT COORDINATOR

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 five (5) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: The Senior Settlement Coordinator, under the supervision of the Deputy Chief Clerk (Commercial Division), is responsible for establishing mediation and other alternative dispute resolution programs and activities to facilitate settlement of cases under the Alternative Dispute Resolution Program established by the Commercial Division. The Senior Settlement Coordinator performs other related duties as assigned.

ASSIGNMENT: The senior settlement coordinator will mediate a wide variety of civil cases including premises liability, negligence, discrimination claims, commercial contracts such as real estate, loans, leasing, goods/services and commercial mortgage foreclosure, attorney's fees, and labor law claims. Duties include but are not limited to: 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.

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 21, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 18, 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.
