



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 4620_Extended

THE FOURTH JUDICIAL DISTRICT IS RECRUITING FOR ONE (1) POSITION IN THE LAW CLERK TO JUDGE SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: SENIOR LAW CLERK TO JUDGE

JG: 26

BASE SALARY: \$99,490

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Senior Law Clerks to Judge are responsible for researching and analyzing legal issues and questions and for providing other personal and confidential assistance to an individual judge or judges. Senior Law Clerks to Judge work with substantial independence from supervision and are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Senior Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

POSITION TITLE: ASSOCIATE LAW CLERK TO JUDGE

JG: 28

BASE SALARY: \$110,853

QUALIFICATIONS: Admission to the New York State Bar; and One year of service in the Senior Law Clerk to Judge title; or Three (3) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Associate Law Clerks to Judge are responsible for researching and analyzing complex and difficult legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Associate Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Associate Law Clerks to Judge are personally appointed by the judge or judges for whom they work, and serve at their pleasure.

POSITION TITLE: PRINCIPAL LAW CLERK TO JUDGE

JG: 31

BASE SALARY: \$130,061

QUALIFICATIONS: Admission to the New York State Bar; and Two (2) years of service in the Associate Law Clerk to Judge title; or Five (5) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Principal Law Clerks to Judge are responsible for researching and analyzing uniquely intricate, complex and sensitive legal issues and questions for individual judges. They also provide other personal and confidential assistance to an individual judge or judges. Principal Law Clerks to Judge are appointed by judges of all Supreme Courts, the Court of Claims, and in the following courts in accordance with staffing needs: County Courts with two (2) or more full-time judges or with one (1) full-time judge and combined annual filings of indictments and Supreme Court civil actions exceeding 650; and Surrogate's Courts with ten (10) or more non-judicial employees (excluding Chief Clerks and Judges' personal appointees). Principal Law Clerks to Judge are personally appointed by the judge or judges for whom they work and serve at their pleasure.

LOCATION: 4TH JUDICIAL DISTRICT
SCHENECTADY COUNTY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

ASSIGNMENT: This position is assigned to Hon. Michael R. Cuevas, Supreme Court Justice in Schenectady County. Duties include, but are not limited to: researching and analyzing legal questions and issues and preparing memoranda with recommendations; drafting opinions, decisions, orders, jury charges, correspondence and other written material; conferring with lawyers on complex proceedings and reviewing legal documents filed in connection with such legal proceedings; reviewing and verifying citations; conferring with and advising the judge on legal issues; and conducting conferences with attorneys and other parties to legal actions to clarify issues to be resolved or to settle cases.

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), a cover letter and resume by email to 4JDJobs@nycourts.gov or by mail to:

JOANNE M. MANN
DISTRICT EXECUTIVE
FOURTH JUDICIAL DISTRICT ADMINISTRATIVE OFFICE
101 STATE FARM PLACE, SUITE 100
MALTA, NY 12020 518-285-5099

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

POSTING DATE: June 18, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 10, 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.
