



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 27602

POSITION TITLE: COURT ATTORNEY - REFEREE **JG: 31**

LOCATION: SUPREME COURT- CIVIL TERM, QUEENS COUNTY

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: Court Attorney-Referees act as special referees and research and analyze complex legal issues and questions raised in civil and criminal cases heard in trial courts or on appeal to certain County Courts and may be responsible for supervision of court attorneys and support staff who are located in one or more courts situated throughout a county, judicial district, or department. They serve in a confidential capacity and work with substantial independence from supervision in units located in the Court of Claims or special parts in the Supreme Court or in County, District, Family, and Surrogate's Courts in counties entirely within cities or in counties that have populations exceeding 400,000.

ASSIGNMENT: The Court Attorney Referee will be assigned to the Presumptive ADR Program and is responsible for the oversight and administration of the ADR plan of the court. The Court Attorney Referee will provide technical assistance to the administrative judge or court administrators in the development and implementation of protocols, guidelines, and best practices regarding the ADR program within the jurisdiction of the Queens Supreme Civil Term; act as a liaison between the court and Community Dispute Resolution Centers, volunteer law school clinics, and volunteer mediators and arbitrators; recruit volunteer mediators and arbitrators; create and maintain rosters of certified mediators and arbitrators; monitor training programs that qualify arbitrators and mediators; monitor case progress, scheduling, advise on policies, analyze operations data; and evaluate the progress and performance of court-sponsored ADR programs by compiling reports and interpreting comprehensive statistics and data; and perform other related duties. The ADR coordinator may also maintain a referee calendar.

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 QSCemployment@nycourts.gov or by mail to:

KIMBERLY GRIMSLEY
PERSONNEL DEPARTMENT
SUPREME COURT-CIVIL TERM, QUEENS COUNTY
88-11 SUTPHIN BOULEVARD
JAMAICA, NY 11435

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

POSTING DATE: January 27, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 24, 2026

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