



UCS- 23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1325

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**POSITION TITLE:** STUDENT AIDE I (Internship Opportunity) **JG:** NS

**LOCATION:** Multiple positions are available throughout New York State

**BASE SALARY:** \$18.00 Hourly

**CLASSIFICATION:** Full-time - Temporary (July 6 to August 16)

**QUALIFICATIONS:** High school students and recent high school graduates (within the last year) 17 years or older at the time program starts, and college students. Those under the age of 18 must obtain an employment certificate, also called working papers, in order to hold a job in NYS.

**ASSIGNMENT:** The mission of the NYS Unified Court System is to deliver equal justice under the law and to achieve the just, fair and timely resolution of all matters that come before the courts. To promote civic education and readiness we have developed an Internship Program for High School and Undergraduate College Students that enhances students' fundamental understanding of the court system and the role of courts in the function of government. Interns are provided the opportunity to integrate classroom education and theory with practical and relevant career experience. Interns will have the opportunity to experience the work of judges, attorneys, court clerks, court reporters, court officers, interpreters, and other professionals and receive hands-on experience in the work of the courts.

We are committed to providing an interactive program where participants are involved in various aspects of court operations and will develop a concrete understanding of the of the Judiciary, the civil, family and criminal justice systems, and the role of various professionals working in service of our mission. Participants will be exposed to various court processes; educated on applicable laws, rules, and protocols; and informed about various careers available within the Judiciary. Students will also acquire an understanding on ethical and professional practices and Code of Conduct for employees; receive hands-on experience under the supervision of experienced professionals; and gain civic knowledge to serve the public good as members of a culturally diverse, democratic society.

There are multiple opportunities available throughout the state and interns will be assigned to a District Office (Albany, Malta, Syracuse, Binghamton, Rochester, Buffalo, White Plains, Mineola, and Central Islip), a NYC Chief Clerk's Office, or the Office of Court Administration (NYC or Albany). The Internship program will run from July 6 through August 16. Candidates should have an interest in working and learning about the justice system and/or legal profession. Students who are economically disadvantaged or come from under-served communities are encouraged to apply.

**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. 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.

**APPLICATION PROCEDURES:** All interested persons meeting the minimum qualifications are encouraged to submit a UCS-5 Application for Employment form [www.nycourts.gov/careers/UCS5.pdf](http://www.nycourts.gov/careers/UCS5.pdf) and a written statement/essay with the answers to 3 questions (1 page max) to the Hon. Edwina Richardson-Mendelson, Deputy Chief Administrative Judge for Justice Initiatives at [ucsintern@nycourts.gov](mailto:ucsintern@nycourts.gov) :

- In which location would you be interested in participating?
- Why do you want to participate?
- Describe an obstacle you faced in life or school and how you addressed it?

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)**

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**POSTING DATE:** April 26, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 24, 2023

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