



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1516

POSITION TITLE: SPECIAL COUNSEL FOR ETHICS **JG: 31**

LOCATION: OFFICE OF COURT ADMINISTRATION
NEW YORK CITY

BASE SALARY: \$ 103,625

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: Eight (8) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK:

Under the general direction of the First Deputy Chief Administrative Judge, the Special Counsel for Ethics researches and analyzes complex ethics issues for both Judges and non-judicial employees. The Special Counsel is responsible for developing statewide policy on ethics issues, in consultation with OCA Counsel and the Inspector General's Office, and is responsible for overseeing all aspects of the operations of the Judicial Campaign Ethics Center. The Special Counsel reviews the work of attorneys who assist in researching and writing campaign ethics opinions; develops the mandatory campaign ethics training program and oversees compliance; and coordinates with other departments and agencies, including the state and county boards of election, to prepare and promote a judicial candidate voter guide for the general election. The Special Counsel also serves as staff counsel to the Advisory Committee on Judicial Ethics, under the general direction of the Committee's Chair and Chief Counsel, oversees the Non-Judicial Ethics Helpline and non-judicial ethics training and performs other related duties.

ASSIGNMENT:

Duties include, but are not limited to: researching and analyzing proposed ethics rules for Judges and non-judicial employees; developing and conducting ethics training programs; overseeing the Judicial Campaign Ethics Center and providing guidance to judicial candidates; conducting outreach; analyzing ethics questions and issues; drafting memoranda; preparing and updating the NYS Judicial Candidate Voter Guide; maintaining the Campaign Ethics Handbook and website; overseeing the non-judicial ethics hotline; interpreting rules governing the conduct of non-judicial employees; researching and drafting opinions for the Advisory Committee on Judicial Ethics.

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 by email to bzahler@nycourts.gov or by mail to:

BARBARA ZAHLER-GRINGER, ESQ.
OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 11, 2015

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 2, 2015

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