



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 53414**

POSITION TITLE: DEPUTY DIRECTOR, MENTAL HYGIENE LEGAL SERVICE **JG: 32**

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE, ALBANY, NY

BASE SALARY: \$107,268

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar **and** six (6) years of social casework, legal or administrative experience in the mental health field; **or** an equivalent combination of education and experience

DISTINGUISHING FEATURES OF WORK:

A Deputy Director of the Mental Hygiene Legal Service (MHLS) is responsible to the Director for providing assistance in all aspects of the day-to-day management of the Service, which provides legal representation to patients who are under the jurisdiction of the State Department of Mental Hygiene. A Deputy Director provides guidance and supervision to a staff of lawyers and support staff working in several branch units, participates in policy development, analyzes legal issues and questions, and performs other related duties.

ASSIGNMENT:

The Deputy Director of the Mental Hygiene Legal Service for the Third Judicial Department is responsible to the Director and assists in establishing and implementing policies and procedures at the Director's office and field offices; provides direction to staff attorneys on issues of substantive law; researches and analyzes complex legal questions; drafts pleadings and briefs; assists in screening and hiring of professional staff and continuing legal education and training; assists in preparation of initial budget request for inclusion in Unified Court System Budget; and performs other related duties as assigned by the Director.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview.

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 e-mail to AD3-Employment@nycourts.gov or mail to:

ROBERT D. MAYBERGER
CLERK OF THE COURT
APPELLATE DIVISION, THIRD DEPARTMENT
P.O. BOX 7288, CAPITAL STATION
ALBANY, NEW YORK 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 10, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 7, 2015

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