UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54401

POSITION TITLE: ATTORNEY **JG:** 23

POSITION LOCATIONS: MENTAL HYGIENE LEGAL SERVICE
UTICA, NY

BASE SALARY: $ 64,834

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar. While these are minimum qualifications, consideration may be given to education and experience directly related to the assignment. Trial and Appellate experience preferred.

DISTINGUISHING FEATURES OF WORK:
Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

ASSIGNMENT:
This position will cover the Utica MHLS office and counties surrounding this office, and include representation of sex offenders alleged to be suffering from a mental abnormality in civil commitment proceedings, including trials. Duties include but are not limited to: presenting cases before administrative tribunals and courts; researching and analyzing legal questions and issues and preparing confidential reports, memoranda, legal papers, and briefs; interviewing litigants, witnesses and other parties to administrative and judicial proceedings; and drafting correspondence related to case inquiries. Extensive travel without reliance on public carriers is necessary for this position.

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. Special arrangements for the disabled may be made by contacting the Director of MHLS at 585-530-3050 prior to the interview. 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) with a resume to:

EMMETT J. CREAHAN, DIRECTOR
MENTAL HYGIENE LEGAL SERVICE - ADMINISTRATIVE OFFICES
M. DOLORES DENMAN COURTHOUSE
50 EAST AVENUE, SUITE 402
ROCHESTER, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: FEBRUARY 14, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** MARCH 7, 2014

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