



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54406

POSITION TITLE: DEPUTY CHIEF ATTORNEY **JG: 32**

LOCATION: MENTAL HYGIENE LEGAL SERVICE
ROCHESTER, NY

BASE SALARY: \$ 105,165

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and One year of service in the Principal Attorney title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

Deputy Chief Attorneys serve in a confidential capacity and are responsible for assisting in the development of policy and administering operations of units in the Mental Hygiene Legal Services, attorney disciplinary committees, or other such units. Deputy Chief Attorneys also research legal issues and questions, present complex cases before administrative tribunals and trial and appellate courts, organize complex investigations, and perform related duties as assigned.

ASSIGNMENT:

The Deputy Chief Attorney will coordinate all appellate work for the agency, provide overall guidance and direction to attorneys in the representation of sex offenders under article 10 of the Mental Hygiene Law, and must exhibit a comprehensive knowledge of the laws and rules governing civil, criminal and appellate practice, the New York State and Federal Constitutions, legal terminology, forms, and trial and hearing procedures; must possess the ability to write clear and concise prose, organize factual and legal data into clear and logical sequences, analyze legal issues, and identify relevant case opinions and facts.

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) and resume with recent writing sample 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: AUGUST 29, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** SEPTEMBER 22, 2014

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