



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54409

POSITION TITLE: ASSOCIATE ATTORNEY **JG: 28**

LOCATION: MENTAL HYGIENE LEGAL SERVICE
ROCHESTER, NY

BASE SALARY: \$ 86,594

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Senior Attorney title; or equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

ASSIGNMENT:

This position will cover the Rochester MHLS office and surrounding counties, and will primarily provide 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: December 4, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 26, 2014

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