UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST**
ANNOUNCEMENT NO. 52413

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**POSITION TITLE:** ATTORNEY **JG:** 23

**POSITION LOCATIONS:** MENTAL HYGIENE LEGAL SERVICE
WESTCHESTER COUNTY

**BASE SALARY:** $ 64,834 + $3,697 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar. To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.

**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:** Researching and analyzing legal questions and issues; preparing confidential legal memoranda, court papers and briefs for administrative, trial and appellate proceedings; organizes investigations of cases, assigns research and may supervise the preparation and presentation of cases; may oversee investigative processes, preparation of administrative reports, assist or supervise special projects; presents cases before administrative tribunals and trial courts and cases on appeal; interviews litigants, witnesses and other parties to administrative and judicial proceedings; provides assistance to individuals who are under the jurisdiction of the Office of Mental Health and Hygiene and negotiates with doctors, hospital administration and the NYS Office for People with Developmental Disabilities on behalf of patients; litigating, representing and advocating for persons who fall under Article 10 of the New York State Mental Hygiene Law, the Sex Offender Management and Treatment Act.

**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 to:

MICHAEL NEVILLE, DIRECTOR
MENTAL HYGIENE LEGAL SERVICE
APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT
170 OLD COUNTRY ROAD, SUITE 500
MINEOLA, NEW YORK 11501

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** September 11, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 2, 2014

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**The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.**