



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1015

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**POSITION TITLE:** DEPUTY COUNSEL **JG:** NS

**LOCATION:** OFFICE OF COURT ADMINISTRATION

**BASE SALARY:** SALARY WILL BE DETERMINED BASED UPON THE QUALIFICATIONS AND EXPERIENCE OF THE SELECTED APPLICANT

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** ADMISSION TO THE NEW YORK STATE BAR; **AND** TWO YEARS OF SERVICE IN THE ASSOCIATE COUNSEL TITLE; **OR** FIVE YEARS EQUIVALENT LEGAL EXPERIENCE.

**DISTINGUISHING FEATURES OF WORK:**

Deputy Counsel have formal supervisory responsibility for a specific function or field of law which relates to the development and implementation of court policies and the administration of the Unified Court System. Deputy Counsel work under the general direction of Counsel to the Office of Court Administration and are significantly involved in supervising subordinate staff and assisting in the overall management of Counsel's Office. Deputy Counsel analyze and advise court administrators on legal issues and questions presented by administrative rules, legislation, and litigation that are complex and specialized or that have serious implications for court administration. They also perform other related duties.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

JOHN MCCONNELL  
COUNSEL  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET, 11<sup>TH</sup> FLOOR  
NEW YORK, NY 10004

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

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**POSTING DATE:** October 28, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 19, 2010

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**THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.**

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