



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1714

POSITION TITLE: ASSISTANT DEPUTY COUNSEL **JG: 31**

LOCATION: OCA - DIVISION OF ADMINISTRATIVE SERVICES
CONTINUING LEGAL EDUCATION DEPARTMENT (CLE)
MANHATTAN, NY

BASE SALARY: \$105,695 + LOCATION PAY \$3,697

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and Two years of service in the Associate Counsel title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Assistant Deputy Counsel specialize in particular substantive areas of the law which relate to the development and implementation of court policies and the administration of the Unified Court System. They are responsible for assisting less experienced attorneys in Counsel's Office under the general direction of Deputy Counsel and Counsel to the Office of Court Administration. Assistant Deputy Counsel analyze complex legal issues and questions presented by proposed administrative rules, legislation, and litigation, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

ASSIGNMENT:

The Assistant Deputy Counsel will report to the Counsel to the NYS CLE Board as part of a team administering the mandatory CLE program. The Assistant Deputy Counsel must enjoy working in a time-sensitive, demanding environment. Candidates should have supervisory experience, the ability to analyze legal materials effectively, and strong verbal and written communication skills. Candidates must also be able to participate as part of a team to analyze data, develop and administer an annual state-wide conference and draft CLE Board policy proposals and develop supporting materials for such proposals. Additionally, the individual in this position will prepare materials for CLE Board meetings and attend and participate in Board meetings; respond to telephone and email inquiries from program providers and NY licensed attorneys regarding meeting the CLE program requirements; draft correspondence as necessary; supervise special projects; assist in the preparation of administrative reports; and 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) and a resume to:

Elise Geltzer, Esq.
Counsel to the CLE Board
Office of Court Administration
25 Beaver Street, 8th Floor
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: May 17, 2017

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 8, 2017

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