



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52018

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**POSITION TITLE:** PRINCIPAL ATTORNEY **JG: 31**

**LOCATION:** MENTAL HYGIENE LEGAL SERVICE  
ONE CIVIC CENTER PLAZA  
POUGHKEEPSIE, NY

**BASE SALARY:** \$99,599 + LOCATION PAY \$1,848

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

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

***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:**

Principal Attorneys serve in a confidential capacity in the Mental Hygiene Legal Services, attorney disciplinary committees, departmental law-guardian offices, or other such units where they research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform related duties. Principal Attorneys may also assist in selecting and training new staff, developing and implementing policies and procedures and in handling day-to-day administrative matters. They may also work with advisory committees, assist with planning and executing educational programs, assist with resolving administrative problems, and serve as director of a departmental law guardian office.

**ASSIGNMENT:** Principal Attorneys serve in a confidential capacity and use their interpersonal and management skills to provide direct supervision to both professional and non-professional staff in local field offices of the Mental Hygiene Legal Service (MHLS). They assist the Director, Deputy Director and Deputy Chief Attorneys of the MHLS in overseeing the general operations of a field office.

**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:

**MENTAL HYGIENE LEGAL SERVICES  
APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT  
170 OLD COUNTRY ROAD, SUITE 500  
MINEOLA, NY 11501  
ATTN: LESLEY DELIA, DEPUTY DIRECTOR**

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

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**POSTING DATE:** October 27, 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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