



**PLEASE POST
ANNOUNCEMENT NO. DRAFT 52022**

MHLS is currently recruiting for one (1) position in the court attorney series. The position will be filled in one of the following titles and will be dependent on the qualifications and experience of the applicant selected.

POSITION TITLE: SENIOR ATTORNEY JG-26

BASE SALARY: \$76,195 + \$3,697 location pay

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Attorney title or equivalent legal experience. While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

To be qualified for any of the following positions, 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: With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior 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.

POSITION TITLE: ATTORNEY JG- 23

BASE SALARY: \$64,834 + \$3,697 location pay

QUALIFICATIONS: Admission to the New York State Bar

To be qualified for any of the following positions, 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.

LOCATION: Mental Hygiene Legal Service
100 Clearbrook Road
Elmsford, NY
[Westchester County]

CLASSIFICATION: Non-Competitive/Confidential

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 new Article 10 of The New York State Mental Hygiene Law, The Sex Offenders Requiring Civil Commitment or Supervision 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. Positions 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 <http://www.nycourts.gov/careers/UCS5.pdf> and a resume to:

**Mental Hygiene Legal Service
Appellate Division, Second Judicial Department
170 Old Country Road, Room 500
Mineola, New York 11501
Lesley DeLia, Director**

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: December 8, 2010 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 30, 2010

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