



**PLEASE POST
ANNOUNCEMENT NO. 52205**

MHLS is currently recruiting for one (1) position in the 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 and equivalent legal experience. While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment.

Preference will be given to those with a valid driver's license and a properly registered automobile for use in performing official duties away from the 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

Preference will be given to those with a valid driver's license and a properly registered automobile for use in performing official duties away from the 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
Special Litigation and Appeals Unit
170 Old Country Road
Mineola, New York

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT:

Assisting in litigating a varied and pro-active docket of mental health legal advocacy matters including cases initiated in both State and Federal courts and prosecuted at both trial and appellate levels. Under supervision, such person will be responsible for cases selected by the Deputy Director of Special Litigation and Appeals from the docket, including researching legal issues; crafting written submissions, including motion papers, memoranda of law, and appellate briefs; orally arguing such cases before the judicial forums; conducting all aspects of discovery, including discovery in complex civil rights actions; and helping to conclude the litigation to a successful end resulting in an order, judgment or settlement.

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 three (3) 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 www.courts.state.ny.us and a resume to:

Lesley M. DeLia, 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 EEO DATA COLLECTION FORM.

POSTING DATE: 7/26/12

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: 8/16/12

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