



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52418

POSITION TITLE: CHIEF ATTORNEY **JG: NS**

LOCATION: GRIEVANCE COMMITTEE, 10th JUDICIAL DISTRICT
APPELLATE DIVISION, 2ND DEPARTMENT
150 Motor Parkway, Suite 102
Hauppauge, NY 11788

BASE SALARY: Salary Determined Upon Successful Candidates Qualifications and Experience

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and one (1) year of service in the Deputy Chief Attorney title; **or** Equivalent relevant experience.

DISTINGUISHING FEATURES OF WORK:

A Chief Attorney serves in a confidential capacity and is responsible for supervising the staff of a Mental Hygiene legal Service office or an attorney disciplinary committee. A Chief Attorney is responsible for monitoring the progress of cases and resolving problems, developing and implementing policies and procedures, and administering all related activities. A Chief Attorney also researches legal issues and questions, presents complex cases before administrative tribunals and trial and appellate courts, organizes complex investigations, and performs other related duties.

ASSIGNMENT:

Counsel to the Grievance Committees in the Second Department serves as legal counsel to those Committees. The duties of the Chief Counsel to the Grievance Committee for the Tenth Judicial District are as follows: supervise a staff of thirteen attorneys, as well as support staff, in the investigation and, if appropriate, prosecution of complaints of alleged attorney misconduct, on behalf of that Committee. Review and analyze grievance complaints to determine if an investigation is warranted. Assist and counsel staff attorneys on legal issues, areas of inquiry, investigative strategies and potential dispositions. Review and edit confidential legal memoranda, pleadings, motions, disposition letters and other documents prepared by staff attorneys for submission to the Grievance Committee, the Court, and the Special Referees appointed to hear disciplinary proceedings. Perform legal research pertaining to ethics and attorney responsibility. Conduct and supervise hearings before Special Referees appointed by the Appellate Division. Act as liaison between the Grievance Committee and the Nassau and Suffolk County Bar Associations and their grievance, mediation and fee conciliation committees, as well as the Fee Dispute Program of Part 137 of the Rules of the Chief Administrator of the Courts. Oversee the management of the agency, which includes but is not limited to personnel, fiscal and facility issues. Assist the Appellate Division with the agency's annual budget and future propagation of its mission. Responsible for preparation of quarterly and annual statistics, as well as the completion of surveys, for various bar associations and the Lawyers' Fund for Client Protection, among other entities. Collaborate with Chief Counsel of the other Grievance Committees within the Second Department, as well as the Appellate Division, Second Department's Clerk, Chief of Staff and Special Counsel for Grievance Matters.

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:

Appellate Division, 2nd Judicial Department
45 Monroe Place
Brooklyn, New York 11201
Attention: Mary O'Donoghue, Human Resources Director

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: November 14, 2014 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 8, 2014

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