PLEASE POST

APPELLATE DIVISION, FOURTH DEPARTMENT
EMPLOYMENT ANNOUNCEMENT

ANNOUNCEMENT NUMBER 54007

THE APPELLATE DIVISION, FOURTH DEPARTMENT IS CURRENTLY RECRUITING FOR ONE (1) POSITION IN THE ATTORNEY SERIES. THE POSITION TO BE FILLED WILL DEPEND ON THE QUALIFICATION OF THE APPLICANT SELECTED.

TITLE OF POSITION: **ATTORNEY** JG: **23**

BASE SALARY: **$ 64,834 ANNUALLY PLUS FULL BENEFITS**

QUALIFICATIONS: Admission to the New York State Bar. While these are minimum qualifications for this title, consideration may be given to education and experience directly related to the assignment. Trial and Appellate experience preferred.

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.

TITLE OF POSITION: **SENIOR ATTORNEY** JG: **26**

BASE SALARY: **$ 76,195 ANNUALLY PLUS FULL BENEFITS**

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.

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.

LOCATION: **MENTAL HYGIENE LEGAL SERVICE, Fourth Department**
UTICA, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

TYPICAL DUTIES: Presents cases before administrative tribunals and courts; researches and analyzes legal questions and issues and prepares confidential reports, memoranda, legal papers, and briefs; interviews litigants, witnesses and other parties to administrative and judicial proceedings; drafts correspondence related to case inquiries.

ASSIGNMENT: This position will cover the Utica MHLS office and counties surrounding this office, and include representation of sex offenders alleged to be suffering from a mental abnormality in civil commitment proceedings, including trials. Extensive travel without reliance on public carriers is necessary for this position.

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 the same 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. Special arrangements for the disabled may be made by contacting the Director at 585-530-3050 prior to an interview. 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 http://www.nycourts.gov/careers/UCS5.pdf) and a resume to:

Emmett J. Creahan, Director
Mental Hygiene Legal Service, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 402
Rochester, NY 14604

Applicants are encouraged to complete an EEO Data Collection Form UCS-19X.

POSTING DATE: December 1, 2010

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: December 22, 2010

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