PLEASE POST

APPELLATE DIVISION, FOURTH DEPARTMENT
EMPLOYMENT ANNOUNCEMENT

ANNOUNCEMENT NUMBER 54909

TITLE OF POSITION: **ATTORNEY** **(JG-23)**

LOCATION: **MENTAL HYGIENE LEGAL SERVICE, FOURTH DEPARTMENT ROCHESTER, NY**

BASE SALARY: $ 62,343 Annually

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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.

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 Rochester 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 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. Position(s) available at the present time **1.** Special arrangements for the disabled may be made by contacting the Director at 585-530-3050 prior to an interview.

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 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: October 28, 2009

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 20, 2009

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