POSITION TITLE: SENIOR COUNSEL

LOCATION: OCA - OFFICE OF JUSTICE COURT SUPPORT
ALBANY, NY

BASE SALARY: $ 85,806

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Senior Assistant Counsel title; or Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Senior Counsel research and analyze complex legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. With substantial independence from supervision, Senior Counsel draft proposed rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

ASSIGNMENT: The Office of Justice Court Support (OJCS) works with Town and Village courts statewide providing legal counsel as well as education and training to the over 1,800 judges and over 1,800 court clerks. The mission of OJCS is to support the work of the Justice Courts by coordinating the delivery of training, equipment, services and support to the Justices and Court Clerks. Under the direction of the Director, this position will be responsible for providing expert legal and procedural knowledge, answering complex questions from judges and judicial districts, analyzing legal and managerial issues, and reviewing new legislation for operational impact all in relation to Town and Village courts. This position will be responsible for developing, coordinating and presenting in a class-room setting education and training curriculum programs relating to criminal and civil areas of substantive law effecting the Town and Village courts. This position will also be responsible for acting as legal counsel to Town and Village justices regarding matters pending within their courts and for effectively communicating and discussing complex issues of law. Some statewide travel required.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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:

Nancy M. Sunukjian
Director - Office of Justice Court Support
187 Wolf Road, Suite 103
Albany, NY 12205

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 6, 2020
APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 27, 2020

The New York State Unified Court System is an equal opportunity employer, and does not discriminate on the basis of race, color, religion, gender (including pregnancy and gender identity or expression), national origin, political affiliation, sexual orientation, marital status, disability, age, membership in an employee organization, parental status, military service, or other non-merit factor.