



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1928

POSITION TITLE: SENIOR ASSISTANT COUNSEL **JG: 23**

LOCATION: OFFICE OF COURT ADMINISTRATION
NEW YORK STATE JUDICIAL INSTITUTE
WHITE PLAINS, NY

BASE SALARY: \$ 73,020 + \$ 4,200 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK:

Senior Assistant Counsel research and analyze legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. Under supervision, Senior Assistant Counsel prepare proposed administrative rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

ASSIGNMENT:

Senior Assistant Counsel for the New York State Judicial Institute performs work related to the planning and development of CLE accredited programs for judges, attorneys and other quasi-judicial personnel of the Unified Court System. Under supervision, Senior Assistant Counsel identifies substantive content and potential presenters for these programs, based on legal education requirements, and perform other related duties.

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, cover letter and writing sample (5 page maximum) to:

Damaris Torrent
Chief of Staff
New York State Judicial Institute
84 North Broadway
White Plains, NY 10603

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 4, 2019 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 25, 2019

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.
