



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1931

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**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #1915 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION .** THE OFFICE OF COURT ADMINISTRATION IS RECRUITING FOR ONE (1) POSITION IN THE COUNSEL SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND THE TITLE WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**ASSIGNMENT:** This position is situated in the contracts unit of OCA's Counsel Office. Duties include, but are not limited to: drafting/negotiating contracts for goods and services, leases and related matters; reviewing procurement document specifications (bids and requests for proposals) for clarity and legal sufficiency; advising on contract-related transactional and administrative issues; advising on and drafting contracting and procurement policies/procedures and advising on and responding with respect to contract approval submissions to oversight agencies. Government contracting/procurement experience strongly preferred.

**PREFERENCE WILL BE GIVEN TO CANDIDATES WITH GOVERNMENT CONTRACTING AND PROCUREMENT EXPERIENCE.**

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**POSITION TITLE:** ASSISTANT DEPUTY COUNSEL **JG: 31**

**BASE SALARY:** \$112,170 + LOCATION PAY \$4,200

**QUALIFICATIONS:** Admission to the New York State Bar; and Two years of service in the Associate Counsel title; **or** Equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:** Assistant Deputy Counsel specialize in particular substantive areas of the law which relate to the development and implementation of court policies and the administration of the Unified Court System. They are responsible for advising less experienced attorneys in Counsel's Office under the general direction of Deputy Counsel and Counsel to the Office of Court Administration. Assistant Deputy Counsel analyze complex legal issues and questions presented by proposed administrative rules, legislation, and litigation, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

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**POSITION TITLE:** ASSOCIATE COUNSEL **JG: 28**

**BASE SALARY:** \$95,606 + LOCATION PAY \$4,200

**QUALIFICATIONS:** Admission to the New York State Bar; and One year of service in the Senior Counsel title; **or** Three years relevant legal experience, including up to 18 months pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Associate Counsel research, prepare and analyze complex legal questions and issues concerning proposed administrative rules, legislation, and litigation. They advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties. Associate Counsel also assist the Assistant Deputy Counsel in specialized areas of the law which relate to the development and implementation of court policies and the administration of the unified court system.

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**LOCATION:** OFFICE OF COURT ADMINISTRATION - COUNSEL'S OFFICE  
MANHATTAN, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and your resume and a cover letter in which you **highlight your experience working on contracts** to:

JOHN McCONNELL  
COUNSEL  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET, 11<sup>TH</sup> FLOOR  
NEW YORK, NY 10004

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** September 9, 2019      **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 23, 2019

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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.

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