



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1932_Extended

CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #1916 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION

POSITION TITLE: DEPUTY COUNSEL **JG:** NS

LOCATION: OFFICE OF COURT ADMINISTRATION
NEW YORK, NY

BASE SALARY: SALARY WILL BE DETERMINED BASED UPON THE QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: EXEMPT/CONFIDENTIAL

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

ASSIGNMENT: Duties include, but are not limited to: supervision of all trial and appellate litigation conducted by the Office of Counsel of the Unified Court System (UCS), including litigation in federal and state court and before federal and state agencies involving UCS policies and practices and (judicial and nonjudicial) personnel, responses to subpoenas and freedom of information requests, and related matters; assignment and monitoring of caseloads of other litigation staff; hands-on litigation work including court and other hearing appearances; review of all Office litigation papers; principal liaison with NYS Office of the Attorney General in litigation matters. Substantial trial experience, case/office management experience, and strong oral and writing skills required. **Preference will be given to candidates with government litigation experience.**

DISTINGUISHING FEATURES OF WORK: Deputy Counsel have formal supervisory responsibility for a specific function or field of law which relates to the development and implementation of court policies and the administration of the Unified Court System. Deputy Counsel work under the general direction of Counsel to the Office of Court Administration and are significantly involved in supervising subordinate staff and assisting in the overall management of Counsel's Office. Deputy Counsel analyze and advise court administrators on legal issues and questions presented by administrative rules, legislation, and litigation that are complex and specialized or that have serious implications for court administration. They also 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 and cover letter in which you **highlight your litigation and supervisory experience** to:

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

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: September 11, 2019 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 1, 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.
