



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54002_Extended

The Appellate Division, Fourth Judicial Department is recruiting for one (1) position in the Appellate Court Attorney series. The position filled will be in either of the following titles and the titles utilized will depend, in part, on the qualifications of the applicant selected. Applicants should specify the position title or titles for which they wish to be considered.

POSITION TITLE:	SENIOR ATTORNEY	JG: 26
BASE SALARY:	\$85,806	
QUALIFICATIONS:	Admission to the New York State Bar and two (2) years of service in the Attorney title; or equivalent legal experience.	
DISTINGUISHING FEATURES OF WORK:	With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before Administrative tribunals and courts, and perform other related duties. Senior Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.	

POSITION TITLE:	ATTORNEY	JG: 23
BASE SALARY:	\$73,020	
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.	

LOCATION:	APPELLATE DIVISION, FOURTH JUDICIAL DEPARTMENT MENTAL HYGIENE LEGAL SERVICES UTICA, NY
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CLASSIFICATION:	Non-Competitive/Confidential
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ASSIGNMENT: This position will provide representation of sex offenders alleged to be suffering from a mental abnormality in civil commitment proceedings, including trials. Duties also include but are not limited to: presenting cases before administrative tribunals and courts; researching and analyzing legal questions and issues and preparing confidential reports, memoranda, legal papers and briefs; interviewing litigants, witnesses and other parties to administrative and judicial proceedings, all dealing with mentally disabled clients; and drafting correspondence related to case inquiries. 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 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 cover letter with a résumé to:

Mary L. Jones, Human Resources
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: January 6, 2020

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 4, 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.
