



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54910

POSITION TITLE: DEPUTY CHIEF ATTORNEY **JG: 32**

LOCATION: ATTORNEY FOR THE CHILDREN
ROCHESTER, NY

BASE SALARY: \$118,435

CLASSIFICATION: Exempt/Confidential

QUALIFICATIONS: Applicants must be admitted to the New York State Bar and have one (1) year of service in the Principal Attorney title; or equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Deputy Chief Attorneys serve in a confidential capacity and are responsible for assisting in the development of policy and administering operations of units in the Mental Hygiene Legal Services, attorney disciplinary committees, or other such units. Deputy Chief Attorneys also research legal issues and questions, present complex cases before administrative tribunals and trial and appellate courts, organize complex investigations, and perform related duties as assigned.

ASSIGNMENT: The Deputy Chief Attorney provides administrative support to attorneys for the children; supervises and evaluates the AFC Program staff; oversees auditing and other special projects; helps design and coordinate AFC training seminars; administers contracts with attorneys who provide full-time representation to children at The Children's Legal Center and prepares and implements budgets for the AFC Program and The Children's Legal Center.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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) with a cover letter and resume to:

Coleen M. Baldino, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 31, 2019 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 25, 2019

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