



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1937

POSITION TITLE: SPECIAL PROJECTS COUNSEL (ADR) **JG:** NS

LOCATION: OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES
OFFICE OF ALTERNATIVE DISPUTE RESOLUTION
25 Beaver Street, New York, NY

BASE SALARY: Salary Determined Upon Successful Candidates Qualifications and Experience

CLASSIFICATION: NON-COMPETITIVE / CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and five (5) years of relevant experience.

ASSIGNMENT:

The Special Projects Counsel will assist the Statewide ADR Coordinator in overseeing the day-to-day responsibilities of the Office of ADR Programs (ADR Office). The ADR Office works with judges, administrators and court staff in developing, implementing, and monitoring court-sponsored ADR programs in courts throughout the state. The ADR office provides training to court staff and members of the bar, oversees New York's renowned statewide network of Community Dispute Resolution Centers Program (CDRCP), approves ADR training courses under Part 146 of the Rules of the Chief Administrative Judge, oversees the statewide Attorney-Client Fee Dispute Resolution Program pursuant to Part 137 of the Rules of the Chief Administrative Judge, the Collaborative Family Law Center, and the Mediator Ethics Advisory Committee. The Special Projects Counsel will assist the Statewide Coordinator to develop training materials and programs, coordinate and deliver live and recorded trainings for court staff and prospective roster neutrals in mediation, neutral evaluation, case conferencing and other forms of ADR. Duties may also include all aspects of fiscal and programmatic development and monitoring, short and long-term planning, report writing, analysis and drafting of statewide and local rules, drafting of ADR-related procedures and forms, and utilizing technology. The ideal candidate will be trained in mediation and other forms of dispute resolution, have familiarity with case management systems, ADR databases, developing and analyzing surveys, using Excel, Filemaker, conducting legal research and writing, and exploring new initiatives. Travel is required for this position. Excellent writing and communication skills also required.

DISTINGUISHING FEATURES OF WORK:

A Special Projects Counsel, under the supervision of a Presiding Justice, Administrative Judge, District Executive, New York City Chief Clerk, or other court administrative personnel is responsible for facilitating coordination of various special legal and other programs and projects. The Special Projects Counsel assists with the development and administration of programs and performs other related duties as assigned.

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 by email to DPCS@nycourts.gov or mail to:

Daniel Weitz, Esq.
Director
Office of Court Administration
Division of Professional and Court Services
25 Beaver Street, 8th Floor
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 23, 2019

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 16, 2019

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