



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1620

THE OFFICE OF JUSTICE COURT SUPPORT IS RECRUITING FOR ONE(1) POSITION IN THE COUNSEL SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: SENIOR COUNSEL **JG: 26**

LOCATION: OCA - OFFICE OF JUSTICE COURT SUPPORT
ALBANY, NY

BASE SALARY: \$80,857

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Senior Assistant Counsel title; **or** Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience. Experience practicing in town and village courts preferred; Teaching experience is a plus; Proficiency in Microsoft Office Suite, specifically PowerPoint, One Note and Outlook is preferred.

DISTINGUISHING FEATURES OF WORK: Senior Counsel research and analyze complex legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. With substantial independence from supervision, Senior Counsel draft proposed rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

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

LOCATION: OCA - OFFICE OF JUSTICE COURT SUPPORT
ALBANY, NY

BASE SALARY: \$90,095

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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. Experience practicing in town and village courts preferred; Teaching experience is a plus; Proficiency in Microsoft Office Suite, specifically PowerPoint, One Note and Outlook is preferred.

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.

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

LOCATION: OCA - OFFICE OF JUSTICE COURT SUPPORT
ALBANY, NY

BASE SALARY: \$105,695

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and two years of service in the Associate Counsel title or Equivalent legal experience. Experience practicing in town and village courts preferred; Teaching experience is a plus; Proficiency in Microsoft Office Suite, specifically PowerPoint, One Note and Outlook is preferred.

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 assisting 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.

ASSIGNMENT:

The Office of Justice Court Support (OJCS) works with Town and Village courts statewide providing legal counsel as well as education and training to the over 2,000 judges and over 1,500 court clerks. The mission of OJCS is to support the work of the Justice Courts by coordinating the delivery of training, equipment, services and support to the Justices and Court Clerks. Under the direction of the Director, this position will be responsible for providing expert legal and procedural knowledge, answering complex questions from judges and judicial districts, analyzing legal and managerial issues, and reviewing new legislation for operational impact all in relation to town and village courts. This position will be responsible for developing, coordinating and presenting in a class-room setting education and training curriculum programs relating to criminal and civil areas of substantive law effecting the town and village courts. This position will also be responsible for acting as legal counsel to town and village justices regarding matters pending within their courts and for effectively communicating and discussing complex issues of law. **Some statewide travel required.**

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) and a resume to:

NANCY SUNUKJIAN
DIRECTOR - OFFICE OF JUSTICE COURT SUPPORT
187 WOLF ROAD
ALBANY, NY 12205

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 18, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: November 9, 2016

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.
