



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54301

PROMOTIONAL OPPORTUNITY**POSITION TITLE:** DEPUTY DIRECTOR, MENTAL HYGIENE LEGAL SERVICE **JG: 32****POSITION LOCATIONS:** MENTAL HYGIENE LEGAL SERVICE
ROCHESTER, NY**BASE SALARY:** \$ 105,165**CLASSIFICATION:** EXEMPT/CONFIDENTIAL**QUALIFICATIONS:** Applicants must be currently employed by the NYS Unified Court System; **and** Admission to the New York State Bar and six (6) years of social casework, legal or administrative experience in the mental health field; **or** An equivalent combination of education and experience.**DISTINGUISHING FEATURES OF WORK:**

A Deputy Director of the Mental Hygiene Legal Service (MHLS) is responsible to the Director for providing assistance in all aspects of the day-to-day management of the Service, which provides legal representation to patients who are under the jurisdiction of the State Department of Mental Hygiene. A Deputy Director provides guidance and supervision to a staff of lawyers and support staff working in several branch units, participates in policy development, analyzes legal issues and questions, and performs other related duties.

ASSIGNMENT:

A Deputy Director supports the legal work of the agency and MHLS Director, reviewing briefs, conducting legal research, and analyzing legislation and opinions, and assists the Director in taking appropriate related actions; assists the Director in establishing and implementing office procedures and standards; represents the Director or serves as agency liaison at legislative hearings and in meetings; provides guidance to staff in complex investigations and negotiations; assigns work to staff, monitors the progress of assignments, evaluates staff performance, and coordinates related training; screens and interviews applicants and makes recommendations to the Director on hiring; assists in the preparation of the Service's annual budget request and the annual report, and prepares statistical reports; monitors expenditures, and receipt of funds, equipment, and inventory; and assists in the planning of projects undertaken by the agency and Director.

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: NYS Unified Court System employees who are interested and meet the minimum qualifications are encouraged to submit a resume and cover letter to:

Emmett J. Creahan, Director
Mental Hygiene Legal Service - Administrative Offices
M. Dolores Denman Courthouse
50 East Avenue, Suite 402
Rochester, NY 14604

POSTING DATE: JUNE 18, 2013**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** JULY 2, 2013

THE NEW YORK STATE UNIFIED COURT SYSTEM IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, MINORITIES, AND INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.