



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

PLEASE POST  
ANNOUNCEMENT NO. 52102

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**POSITION TITLE:** Deputy Director, Mental Hygiene Legal Service JG - 32  
Second Judicial Department

**LOCATION:** Mental Hygiene Legal Service  
170 Old Country Road  
Mineola, New York

**BASE SALARY:** \$ 105,165 + LOCATION PAY \$3,697

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** 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

*To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.*

**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:** The Deputy Director assists the Director in establishing and implementing policy affecting all aspects of the day-to-day management of the MHLS, an agency providing legal services affecting the liberty interests of individuals receiving or alleged to be in need of services for a mental disease or disability. The Deputy Director assists the Director by providing overall management of the legal and administrative staff in 23 local field offices located throughout the 10 counties of the Second Judicial Department as well as direct management of the administrative staff in the departmental office in Mineola supporting the human resources, financial, operational and automation needs of the agency.

**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 this 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. Positions available at this 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume to:

Mental Hygiene Legal Service  
170 Old Country Road, Room 500  
Mineola, New York 11501  
Att: Lesley M. DeLia, Director

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

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**POSTING DATE:** January 12, 2011 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 3, 2011

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

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