



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52532

POSITION TITLE: ATTORNEY **JG: 23****LOCATION:** GRIEVANCE COMMITTEE, 2ND/11TH/ 13TH DISTRICT
335 Adams Street
Brooklyn, NY 11201**BASE SALARY:** \$ 67,452 + \$3,697 LOCATION PAY**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL**QUALIFICATIONS:** Admission to the New York State Bar.**DISTINGUISHING FEATURES OF WORK:**

Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

ASSIGNMENT:

The successful applicant will be responsible for all aspects of the attorney disciplinary process. Applicants must have the ability to manage a significant caseload, conduct complex investigations, perform legal research, litigate cases before Special Referees and handle appeals. Extensive writing is involved, in the form of confidential memoranda, petitions, motions and legal briefs. Excellent interpersonal and communication skills – both verbal and written – are required, as well as the ability to handle sensitive matters in a confidential manner.

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 to:

DIANA KEARSE, CHIEF COUNSEL
GRIEVANCE COMMITTEE, 2ND/11TH/ 13TH DISTRICT
335 ADAMS STREET, SUITE 2400
BROOKLYN, NY 11201

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: October 15, 2015**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 6, 2015

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