



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53602

PROMOTIONAL OPPORTUNITY

POSITION TITLE: PRINCIPAL ATTORNEY

JG: 31

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE

BASE SALARY: \$ 105,695

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Applicants must be currently employed by the NYS Unified Court System; **and** Admission to the New York State Bar and two (2) years of service in the Associate Attorney title; **or** equivalent legal experience.

DISTINGUISHING FEATURES OF WORK:

Principal Attorneys serve in a confidential capacity in the Mental Hygiene Legal Services, attorney disciplinary committees, departmental law-guardian offices, or other such units where they research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform related duties. Principal Attorneys may also assist in selecting and training new staff, developing and implementing policies and procedures and in handling day-to-day administrative matters. They may also work with advisory committees, assist with planning and executing educational programs, assist with resolving administrative problems, and serve as director of a departmental law guardian office.

ASSIGNMENT:

This position will be assigned to the Mental Hygiene Legal Service of the Third Judicial Department in one of its field offices located in the Third, Fourth or Sixth Judicial Districts or the Director's Office in Albany. The attorney hired for this position will provide direct representation and legal and non-legal advocacy services to persons with mental disabilities within the Third Judicial Department. A valid driver's license and car are essential.

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. Special arrangements for the disabled may be made by contacting this office at 518-471-4801 prior to the interview. Position(s) available at the present time: 1.

APPLICATION PROCEDURES: NYS Unified Court System employees 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 <http://www.nycourts.gov/careers/UCS5.pdf> and a resume by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: March 22, 2016

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 5, 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.