



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1311

**POSITION TITLE:** ATTORNEY (CAPITAL PLANNING)

**JG:** NS

**LOCATION:** OCA - COUNSEL'S OFFICE  
NEW YORK, NY

**BASE SALARY:** \$122,603 - \$158,891 + \$4,635 LOCATION PAY  
(Salary determined upon qualifications and experience of successful candidate)

**CLASSIFICATION:** EXEMPT

**QUALIFICATIONS:** Admission to the New York State Bar and five (5) years of legal experience. Candidates with Capital Planning and Facilities legal experience are encouraged to apply.

**ASSIGNMENT:** This position will provide legal expertise, liaison with local governments, and represent the NYS Unified Court System on projects statewide related to Capital Planning, Architectural Services and Facilities Management. The successful candidate will provide guidance to executives and local court leadership, advocate with local governments to ensure that court facilities meet needs, and conduct site visits to assess court facilities and monitor progress of projects. As Counsel to the Court Facilities Capital Review Board (CFCRB) they advise board members, coordinate and moderate board meetings, and prepare reports and recommendations ensuring compliance with statutory requirements, rules and practices. Additional duties include, but are not limited to: responding to inquiries regarding lawsuits including drafting affidavits, preparing witness for depositions, and assisting with FOIL requests; corresponding and negotiating with local governments regarding facilities issues; reviewing and amending facilities contracts and annual budget renewals; working with local governments & private landlords to develop, amend, or renew leases for court facilities; maintaining historical documents and detailed records of all capital projects and tenant work; ensuring state-aid to court facilities are properly allocated; and assisting with researching and analyzing various complex legal questions. Travel within NYS is required.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [counselsoffice-emp@nycourts.gov](mailto:counselsoffice-emp@nycourts.gov) or by mail to:

ANTHONY PERRI  
ACTING COUNSEL  
OFFICE OF COURT ADMINISTRATION  
25 BEAVER STREET  
NEW YORK, NY 10004

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)**

**POSTING DATE:** March 6, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 3, 2023

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