



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 1420\_Extended

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**CANDIDATES WHO HAVE ALREADY APPLIED TO POSTING #1401 NEED NOT REAPPLY AND WILL BE CONSIDERED FOR THIS POSITION.** THE OFFICE OF COURT ADMINISTRATION - OFFICE OF JUSTICE COURT SUPPORT IS RECRUITING FOR ONE (1) POSITION IN THE COUNSEL SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**ASSIGNMENT:** The Office of Justice Court Support (OJCS) works with Town and Village courts statewide providing legal counsel as well as education and training to almost 1,800 judges and 1,700 court clerks. The mission of OJCS is to support the work of the Justice Courts by coordinating the delivery of training, equipment, services and support to the Justices and Court Clerks. Under the direction of the Director, this position will be responsible for providing expert legal and procedural knowledge, answering complex questions from judges and judicial districts, analyzing legal and managerial issues, and reviewing new legislation for operational impact all in relation to Town and Village courts. This position will be responsible for developing, coordinating and presenting in a class-room setting education and training curriculum programs relating to criminal and civil areas of substantive law effecting the Town and Village courts. This position will also be responsible for acting as legal counsel to Town and Village justices regarding matters pending within their courts and for effectively communicating and discussing complex issues of law. **Some statewide travel required.**

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**POSITION TITLE:** ASSISTANT DEPUTY COUNSEL

**JG: 31**

**BASE SALARY:** \$126,278

**QUALIFICATIONS:** Admission to the New York State Bar; and Two years of service in the Associate Counsel title; or Equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:** Assistant Deputy Counsel specialize in particular substantive areas of the law which relate to the development and implementation of court policies and the administration of the Unified Court System. Assistant Deputy Counsel analyze complex legal issues and questions presented by proposed administrative rules, legislation, and litigation, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

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**POSITION TITLE:** ASSOCIATE COUNSEL

**JG: 28**

**BASE SALARY:** \$107,629

**QUALIFICATIONS:** Admission to the New York State Bar; and One year of service in the Senior Counsel title; **or** Three years relevant legal experience, including up to 18 months pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Associate Counsel research, prepare and analyze complex legal questions and issues concerning proposed administrative rules, legislation, and litigation. They advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties. Associate Counsel also assist the Assistant Deputy Counsel in specialized areas of the law which relate to the development and implementation of court policies and the administration of the unified court system.

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**POSITION TITLE:** SENIOR COUNSEL

**JG: 26**

**BASE SALARY:** \$96,594

**QUALIFICATIONS:** Admission to the New York State Bar; and two (2) years of service in the Senior Assistant Counsel title; **or** Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Senior Counsel research and analyze complex legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. With substantial independence from supervision, Senior Counsel draft proposed rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

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**POSITION TITLE:** SENIOR ASSISTANT COUNSEL

**JG: 23**

**BASE SALARY:** \$82,198

**QUALIFICATIONS:** Admission to the New York State Bar.

**DISTINGUISHING FEATURES OF WORK:** Senior Assistant Counsel research and analyze legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. Under supervision, Senior Assistant Counsel prepare proposed administrative rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

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**LOCATION:** OCA - OFFICE OF JUSTICE COURT SUPPORT  
ALBANY, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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:** 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 and cover letter by email [jdilallo@nycourts.gov](mailto:jdilallo@nycourts.gov) or mail to:

Jennifer DiLallo  
Deputy Chief of Staff  
Deputy Chief Administrative Judge's Office  
187 Wolf Road, Suite 103  
Albany, NY 12205

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

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**POSTING DATE:** February 5, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 1, 2024

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**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.**

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