



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1424

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**POSITION TITLE:** ASSISTANT DEPUTY COUNSEL (RECORDS ACCESS OFFICER) **JG: 31**

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

**BASE SALARY:** \$122,603\* + \$4,635 LOCATION PAY (NYC ONLY)  
*\*Candidates from other branches of NYS government may be appointed at a salary above base salary pursuant to the New York State Office of the State Comptroller Salary Manual for the Unified Court System.*

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and five years of relevant legal experience. **Candidates with experience responding to Freedom of Information Law requests are encouraged to apply.**

**ASSIGNMENT:** This position is assigned to OCA Counsel's Office and will serve as the agency's Records Access Officer. In that capacity, the candidate will liaison and provide legal guidance and support to all OCA units, and will be responsible for handling responses to records requests from a wide variety of sources. Duties include, but are not limited to: (1) responding to Freedom of Information Law requests; (2) responding to employment record requests, District Attorney records requests, and subpoenas for UCS records; (3) coordinating with Human Resources to produce time sheets, payroll histories, and personnel files; (4) responding to requests for data reports, administrative orders, oaths of office and OCA policies and procedures; (5) assisting with inquiries made to the DCAJs, Administrative Judges, District Executives, Court Clerks, Town and Village Courts, and other court personnel; (6) producing records or providing testimony as parties or non-parties for criminal and civil matters, as well as Commission on Judicial Conduct and grievance matters; (7) acting as a liaison to the Department of Public Safety, including assisting with subpoenas, preparing affidavits or certifications involving records or videos, judicial threats, or threat inquiries.

Candidates will be expected to have knowledge of federal and state laws, regulations and court decisions relating to records access and, including but not limited to the Freedom of Information Law.

**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. They are responsible for assisting less experienced attorneys in Counsel's Office under the general direction of Deputy Counsel and Counsel to the Office of Court Administration. 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.

**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. This is a full-time in-person position and is available and situated at a specific location. 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 [counseloffice-emp@nycourts.gov](mailto:counseloffice-emp@nycourts.gov) or mail to:

DAVID NOCENTI  
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:** February 29, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 29, 2024

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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