



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1431

POSITION TITLE: COORDINATOR OF DISPUTE RESOLUTION PROGRAMS **JG: NS**

LOCATION: OFFICE OF COURT ADMINISTRATION
NY, NY or CASTLETON-ON-HUDSON

BASE SALARY: \$120,000 - \$150,000 + \$4,775 Location Pay (NYC ONLY)

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the Bar and five (5) years of relevant experience; or Master's degree in Public or Business Administration from an accredited college or university and seven (7) years of relevant experience; or An equivalent combination of education and experience. **Candidates with a J.D. or Master's degree and knowledge of the litigation process are encouraged to apply.**

DISTINGUISHING FEATURES OF WORK: The Coordinator of Dispute Resolution Programs works under the general direction of the Director of Alternative Dispute Resolution, and is responsible for implementation of the court-annexed Alternative Dispute Resolution (ADR) programs and the Community Dispute Resolution Program (CDRP) established pursuant to Article 21-A of the Judiciary Law. The Coordinator oversees all dispute resolution projects, establishes guidelines for qualification of neutrals throughout the Unified Court System, develops and implements standards and procedures for monitoring the performance of court-annexed dispute resolution programs, and performs related duties.

ASSIGNMENT: Under the supervision of the Director of Alternative Dispute Resolution (ADR), the Coordinator is responsible for developing, supporting, monitoring, and promoting the development and use of ADR programs throughout the NYS Unified Court System. The Coordinator supports the Director of ADR in evaluating the use of ADR throughout the courts, overseeing Data Collection, Monitoring, and Research, Education and Training, and Programs, such as the statewide network of Community Dispute Resolution Centers Program (CDRCP), the statewide Attorney-Client Fee Dispute Resolution Program. Duties include, but are not limited to: working with Judges, administrators, and court staff in developing, implementing, and monitoring court-sponsored ADR programs, training judicial and non-judicial court staff, as well as mediators, volunteers, and other stakeholders, developing and implementing statewide standards and procedures. Duties also include engaging in strategic planning and resource allocation to support the mission of the courts; fiscal management; managing staff, pursuing goals and objectives, and reviewing progress in meeting objectives.

Knowledge is required of ADR processes such as: mediation, arbitration, neutral evaluation, restorative justice, and settlement conferencing. Candidates must have extensive ADR experience and proven accomplishment in the field leading the implementation of ADR initiatives and programs. Travel throughout the state 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) and a resume with cover letter by email to ADRDivisionPostings@nycourts.gov or mail to:

Lisa M. Courtney
Director, Division of ADR
25 Beaver Street, Room 845
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: March 27, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: April 24, 2024

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