



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 51412

THE APPELLATE DIVISION, FIRST DEPARTMENT IS RECRUITING FOR FIVE (5) POSITIONS IN THE ATTORNEY SERIES. THE POSITIONS WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANTS SELECTED.

POSITION TITLE: PRINCIPAL ATTORNEY **JG: 31**

BASE SALARY: \$ 126,278 + \$4,775 Location Pay

QUALIFICATIONS: 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.

POSITION TITLE: ASSOCIATE ATTORNEY **JG: 28**

BASE SALARY: \$ 107,629 + \$4,775 Location Pay

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Senior Attorney title; **or** equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

POSITION TITLE: SENIOR ATTORNEY **JG: 26**

BASE SALARY: \$ 96,594 + \$4,775 Location Pay

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Attorney title; **or** equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

POSITION TITLE: ATTORNEY **JG: 23**

BASE SALARY: \$ 82,198 + \$4,775 Location Pay

QUALIFICATIONS: Admission to the New York State Bar

DISTINGUISHING FEATURES OF WORK: Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

POSITION TITLE: ASSISTANT ATTORNEY **JG: 21**

BASE SALARY: \$ 73,897 + \$4,775 Location Pay

QUALIFICATIONS: Graduation from an accredited law school and admission to New York State Bar within 18 months of appointment.

DISTINGUISHING FEATURES OF WORK: Assistant Attorneys serve in a confidential capacity and work under direct supervision and receive on-the-job instruction in legal research and in preparing cases for administrative tribunals and litigation in the courts, and in performing other related duties. Assistant Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

LOCATION: APPELLATE DIVISION, FIRST DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE
NEW YORK AND BRONX COUNTY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: These positions will be assigned to the Mental Hygiene Legal Service in New York and Bronx County. Duties and responsibilities include but are not limited to: assigning research and supervising the preparation of cases; presenting cases before administrative tribunals and trial courts; drafting correspondence related to case inquiries; researching and analyzing complex legal questions and issues; and interviewing litigants, witnesses and other parties to administrative and judicial proceedings.

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: 5.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a cover letter and resume by email to ad1humanresources@nycourts.gov or mail to :

Kerry Bookstaver
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

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

POSTING DATE: March 8, 2024

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