



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54117

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

LOCATION: APPELLATE DIVISION, FOURTH JUDICIAL DEPARTMENT
ROCHESTER, NY

BASE SALARY: \$114,413

CLASSIFICATION: Non-Competitive/Confidential

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.

ASSIGNMENT: The Principal Attorney will oversee the Court Examiner program pursuant to Mental Hygiene Law. Implement educational programs for Court Examiners; research and analyze complex legal questions; prepare reports; issue and prepare confidential legal memoranda and other related duties as assigned by the Presiding Justice, Chief of Staff, Clerk of the Court or Deputy Clerk of the Court.

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 cover letter with a résumé to:

Mary L. Jones, Human Resources
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.](#)

New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.

POSTING DATE: October 22, 2021 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 19, 2021

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.
