



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 54212

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**POSITION TITLE:** DEPUTY CHIEF ATTORNEY **JG: 32**

**LOCATION:** APPELLATE DIVISION, FOURTH DEPARTMENT  
MENTAL HYGIENE LEGAL SERVICE, ROCHESTER, NY

**BASE SALARY:** \$120,803

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and one year of service in the Principal Attorney title; **OR** Equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:** Deputy Chief Attorneys serve in a confidential capacity and are responsible for assisting in the development of policy and administering operations of units in the Mental Hygiene Legal Service, attorney disciplinary committees, or other such units. Deputy Chief Attorneys also research legal issues and questions, present complex cases before administrative tribunals and trial and appellate courts, organize complex investigations, and perform related duties as assigned.

**ASSIGNMENT:** The Deputy Chief Attorney assists the agency Director and Deputy Director in managing the day-to-day operations of the Mental Hygiene Legal Service, including formulating and implementing administrative and substantive policy; assistance with budgetary processes, selecting, training, developing, supervising and evaluating staff; assigning cases, research and legal work to attorneys; providing ongoing guidance and instruction; reviewing completed work; organizing major investigations; overseeing the preparation and final presentation of cases before administrative tribunals, trial and appellate courts; supervising the analysis of complex legal issues and the preparation of confidential legal memoranda, court papers and briefs; drafting correspondence related to case inquiries; negotiating with doctors, hospital administrators, and the NYS Office of Mental Health and NYS Office for People with Developmental Disabilities on behalf of agency clients; and resolving issues related to the physical office space occupied by staff. Excellent supervisory, interpersonal and communication skills are required, as well as the ability to handle sensitive matters in a confidential manner.

**GENERAL INFORMATION:** The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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)) with a cover letter and resume to:

Coleen M. Baldino, Human Resources  
Appellate Division, Fourth Department  
M. Dolores Denman Courthouse  
50 East Avenue, Suite 200  
Rochester, NY 14604

**[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY 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.

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**POSTING DATE:** August 30, 2022 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 27, 2022

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