



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
**ANNOUNCEMENT NO. 54307**

The Appellate Division, Fourth Judicial Department is recruiting for **one (1)** position in the Attorney series. The position filled will be in either of the following titles and the title utilized will depend, in part, on the qualifications of the applicant selected. Applicants should specify on the UCS-5, the position title or titles for which they wish to be considered.

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

**BASE SALARY:** \$104,500

**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.

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

**BASE SALARY:** \$122,603

**QUALIFICATIONS:** Applicants must be admitted to the New York State Bar and have 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 other 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.

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

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** Primary responsibility for overseeing Article 9, CPL 330.20, CPL 730, Rivers, Article 81, Article 17 A, AOT, Treatment Over Objection, Article 10, OPWDD, OMH, and appellate work. Based on experience level, may assist in supervision and training of support staff, as well as the Case Analyst assigned to the Syracuse office in areas related to the analyst's responsibilities. Extensive travel without reliance on public transportation 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](http://www.nycourts.gov/careers/UCS5.pdf)) and cover letter with a résumé by email to [mljones@nycourts.gov](mailto:mljones@nycourts.gov) or by mail to:

Mary L.Jones, 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.](#)**

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**POSTING DATE:** March 14, 2023

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** April 11, 2023

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**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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