POSITION TITLE: DEPUTY DIRECTOR MHLS                      JG: 32
LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE, ROCHESTER, NEW YORK
BASE SALARY: $133,330
CLASSIFICATION: EXEMPT/CONFIDENTIAL
QUALIFICATIONS: Admission to the New York State Bar and six (6) years of social casework, legal or administrative experience in the mental health field; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: A Deputy Director of the Mental Hygiene Legal Service (MHLS) is responsible to the Director for providing assistance in all aspects of the day-to-day management of the Service, which provides legal representation to patients who are under the jurisdiction of the State Department of Mental Hygiene. A Deputy Director provides guidance and supervision to a staff of lawyers and support staff working in several branch units, participates in policy development, analyzes legal issues and questions, and performs other related duties.

ASSIGNMENT: The Deputy Director supports the legal work of the agency and MHLS Director with duties including but not limited to: reviewing briefs, conducting legal research, analyzing legislation and opinions, and assisting the Director in taking appropriate related actions; assisting the Director in establishing and implementing office procedures and standards; representing the Director or serving as an agency liaison at legislative hearings and in meetings; providing guidance to staff in complex investigations and negotiations; assigning work to staff; monitoring the progress of assignments; evaluating staff performance; coordinating related training; screening and interviewing applicants and making recommendations to the Director on hiring; assisting in the preparation of the Service’s annual budget request and the annual report; preparing statistical reports; monitoring expenditures and the receipt of funds, equipment, and inventory; and assisting in the planning of projects undertaken by the agency and Director.

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) with a cover letter and a résumé by email to cbaldino@nycourts.gov or by mail 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.

POSTING DATE: August 8, 2024   APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 5, 2024

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