



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 1612

**POSITION TITLE:** ASSISTANT DEPUTY COUNSEL

**JG: 31**

**LOCATION:** OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE FOR COURTS OUTSIDE NYC  
Albany, NY

**BASE SALARY:** \$105,695

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar; **and** Two years of service in the Associate Counsel title; **or** Equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:**

Assistant Deputy Counsel specialize in particular substantive areas of the law which relate to the development and implementation of court policies and the administration of the Unified Court System. They are responsible for assisting less experienced attorneys in Counsel's Office under the general direction of Deputy Counsel and Counsel to the Office of Court Administration. Assistant Deputy Counsel analyze complex legal issues and questions presented by proposed administrative rules, legislation, and litigation, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

**ASSIGNMENT:**

Under the direction of the Deputy Chief Administrative Judge for Courts Outside of NYC, this position is responsible for leading the implementation of changes directed by the Special Commission for Fiduciary Appointments and performing duties including, but not limited to: providing expert legal and procedural knowledge on all matters related to Part 36 appointments and Part 26 compensation awards; establishing a system for monitoring compliance and auditing of Part 36 and 26 filings; developing, researching and leading the implementation of best practices state-wide; answering complex questions from district fiduciary specialists, judges, and attorneys; assisting with designing, updating and delivering training related to fiduciary appointments; acting as a liaison to technical staff to drive the implementation of a new fiduciary database system; providing training and oversight to district fiduciary specialists; and acting as a liaison with the Office of the Inspector General. Assisting the Deputy Chief Administrative Judge for Courts Outside of NYC with other legal and managerial issues, such as: drafting determinations and orders; monitoring of disciplinary and inspector general investigations; and reviewing new legislation for operational impact on trial courts.

**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. Positions available at this 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 a resume by mail to:

OFFICE OF THE DEPUTY CHIEF ADMINISTRATIVE JUDGE FOR COURTS OUTSIDE NYC  
AGENCY BUILDING 4  
EMPIRE STATE PLAZA  
ALBANY, NY 12223

ATTN: MARIA BARRINGTON, CHIEF OF STAFF

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

**POSTING DATE:** July 8, 2016

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 22, 2016

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.