



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 52808

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**POSITION TITLE:** ATTORNEY **JG: 23**

**LOCATION:** APPELLATE DIVISION, SECOND DEPARTMENT  
MENTAL HYGIENE LEGAL SERVICE, CREEDMOOR, QUEENS COUNTY

**BASE SALARY:** \$ 71,586 + \$4,000 LOCATION PAY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar. To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.

**DISTINGUISHING FEATURES OF WORK:**

Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

**ASSIGNMENT:** Under supervision, provide legal assistance and advocacy on behalf of individuals with a mental disability, or those alleged to have a mental disability, across a variety of settings; negotiate on behalf of psychiatric patients with doctors and hospital administration with respect to admission, retention, and related care and treatment matters; present cases before administrative, trial and appellate courts and tribunals; interview litigants, witnesses and other parties to administrative and judicial proceedings; serve as counsel or court evaluator in MHL Article 81 and SCPA 17-A guardianship proceedings; provide legal representation to persons subject to the Sex Offender Management and Treatment Act (MHL Article 10); research and analyze legal questions and issues; prepare confidential legal memoranda, court papers and briefs for administrative, trial and appellate proceedings; organize or oversee investigations of abuse and neglect cases; prepare administrative reports; assist with or supervise special projects. **This position will include providing legal representation to sex offenders in civil commitment proceedings throughout the Second Department. Excellent writing skills are required, and prior trial experience is preferred.**

**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 a resume to:

MICHAEL NEVILLE, DIRECTOR  
MENTAL HYGIENE LEGAL SERVICE  
APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT  
600 OLD COUNTRY ROAD, SUITE 224  
GARDEN CITY, NEW YORK 11530

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

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**POSTING DATE:** May 15, 2018

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** June 6, 2018

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