



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53412_Extended

THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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

BASE SALARY: \$107,629

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.

POSITION TITLE: SENIOR ATTORNEY **JG: 26**

BASE SALARY: \$96,594

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Attorney title; **or** equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior 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.

POSITION TITLE: ATTORNEY **JG: 23**

BASE SALARY: \$82,198

QUALIFICATIONS: Admission to the New York State Bar

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.

POSITION TITLE: ASSISTANT ATTORNEY **JG: 21**

BASE SALARY: \$73,897

QUALIFICATIONS: Graduation from an accredited law school and admission to New York State Bar within 18 months of appointment.

DISTINGUISHING FEATURES OF WORK: Assistant Attorneys serve in a confidential capacity and work under direct supervision and receive on-the-job instruction in legal research and in preparing cases for administrative tribunals and litigation in the courts, and in performing other related duties. Assistant Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

ASSIGNMENT: This position will be assigned to the Ogdensburg Regional Office or Tupper Lake Satellite Office of the Third Department's Mental Hygiene Legal Service. MHLS attorneys provide legal and advocacy services to people residing in, or alleged to be in need of care and treatment in facilities licensed or operated by the Office of Mental Health or Office for People with Developmental Disabilities. MHLS attorneys routinely appear in judicial and administrative proceedings pertaining to civil commitment and the care and treatment of individuals in facilities under Articles 9, 10 and 15 of the Mental Hygiene Law. They represent individuals in other legal proceedings such as assisted outpatient treatment and guardianship. This position involves frequent fieldwork including client meetings at psychiatric hospitals, other licensed facilities and in the community. Trial experience is preferred. A valid driver's license and reliable vehicle are required.

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE
OGDENSBURG OR TUPPER LAKE, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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. Special arrangements for people with disabilities may be made by contacting this office at 518-471-4730 prior to the interview.

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) and a cover letter, resume and references by email to AD3-Employment@nycourts.gov or mail to:

Robert D. Mayberger
Clerk of the Court
Appellate Division, Third Department
P. O. Box 7288, Capitol Station
Albany, New York 12224

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.](#)

POSTING DATE: July 9, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: September 17, 2024

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.
