



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 53421

POSITION TITLE: DIRECTOR, MENTAL HYGIENE LEGAL SERVICE **JG: NS**

LOCATION: APPELLATE DIVISION, THIRD DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE
ALBANY, NEW YORK

BASE SALARY: SALARY DETERMINED UPON SUCCESSFUL CANDIDATE'S QUALIFICATIONS AND EXPERIENCE

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and seven (7) years of social casework, legal, or administrative experience or an equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: The Director of Mental Hygiene Legal Service develops policies and oversees all activities of the Service, which provides legal representation to patients who are under the jurisdiction of the State Department of Mental Hygiene. The Director supervises a large staff of lawyers, social workers, and support personnel located in the central branch offices of the Judicial Department and performs other related duties.

ASSIGNMENT: The Director of the Mental Hygiene Legal Service (MHLS) in the Third Judicial Department acts under the direction of the Presiding Justice and the Clerk of the Court, and is responsible for: establishing and implementing policies and office procedures concerning the nature and extent of the services provided by MHLS; determining work priorities and allocating staff resources among three regional offices and five satellite offices throughout the Third Judicial Department; representing MHLS at Legislative hearings and meetings with state agencies, public interest groups, and organizations representing persons in need of services for mental disabilities; researching and analyzing complex legal issues and proposed legislation affecting people with mental disabilities; recruiting, hiring and overseeing MHLS's professional staff; formulating MHLS's initial budget request for inclusion in the Unified Court System budget; and performing other related duties.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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. Accommodations for people with disabilities may be arranged 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: October 28, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** November 25, 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.
