



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 53425

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THE APPELLATE DIVISION, 3<sup>RD</sup> DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE ATTORNEY SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**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.

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**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.

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**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.

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**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.

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**LOCATION:** APPELLATE DIVISION, 3RD DEPARTMENT  
MENTAL HYGIENE LEGAL SERVICE  
KINGSTON, NY

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** This position will be assigned to the Kingston Satellite Office of the Third Department's Mental Hygiene Legal Service. MHLS attorneys render legal and advocacy services for persons with intellectual and developmental disabilities, and individuals with cognitive or psychiatric impairments. This position involves frequent fieldwork in Sullivan, Ulster and Greene Counties, including client meetings at psychiatric hospitals, licensed facilities and in the community. MHLS attorneys represent individuals in administrative and judicial proceedings concerning civil commitment, care and treatment, and guardianship. MHLS attorneys may represent respondents in civil management proceedings under the Sex Offender Management and Treatment Act. Litigation and trial experience is preferred. A valid driver's license and reliable vehicle are required.

**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 <http://www.nycourts.gov/careers/UCS5.pdf>) and a cover letter, resume and references by email to [AD3-Employment@nycourts.gov](mailto: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:** December 16, 2024    **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 13, 2025

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