



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 53501

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**POSITION TITLE:** DEPUTY DIRECTOR, MENTAL HYGIENE LEGAL SERVICE **JG: 32**

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

**BASE SALARY:** \$133,330

**CLASSIFICATION:** EXEMPT/CONFIDENTIAL

**QUALIFICATIONS:** Admission to the New York State Bar and six (6) years of social casework, legal or administrative experience in the mental health field; **or** An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** A Deputy Director of the Mental Hygiene Legal Service (MHLS) is responsible to the Director for providing assistance in all aspects of the day-to-day management of the Service, which provides legal representation to patients who are under the jurisdiction of the State Department of Mental Hygiene. A Deputy Director provides guidance and supervision to a staff of lawyers and support staff working in several branch units, participates in policy development, analyzes legal issues and questions, and performs other related duties.

**ASSIGNMENT:** The Deputy Director of the Mental Hygiene Legal Service is responsible to the Director and assists in establishing and implementing policy and procedure at the Director's office and field offices throughout the Third Judicial Department. Duties of this position include but are not limited to: providing direction to staff attorneys on issues of substantive law and procedure; analyzing complex legal questions; drafting legal pleadings and appellate briefs; participating in the screening and recruitment of all MHLS staff; and assisting in the preparation of the agency's initial budget request. The Deputy Director also assists in the development of continuing legal education programs and training for MHLS professional staff, and performs other related duties as assigned by the Director.

**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](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

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

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**POSTING DATE:** January 8, 2025 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 5, 2025

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