



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 53505

THE APPELLATE DIVISION, 3RD DEPARTMENT, MENTAL HYGIENE LEGAL SERVICE 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.

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 Albany Regional Office of the Third Department's Mental Hygiene Legal Service. MHLS attorneys provide legal services and assistance to people in or alleged to be in need of care and treatment in mental hygiene facilities, including those operated or licensed by the Office of Mental Health and the Office of People with Developmental Disabilities. MHLS attorneys regularly appear in judicial and administrative proceedings pertaining to retention, care and treatment of people in mental hygiene facilities under articles 9 and 10 of the Mental Hygiene Law and other related proceedings such as guardianship. Trial experience is preferred. A valid driver's license and reliable vehicle are required.

LOCATION: APPELLATE DIVISION, 3RD DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE
ALBANY, 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 <http://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: January 17, 2025 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 14, 2025

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.
