



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52528 **PROMOTIONAL OPPORTUNITY**

POSITION TITLE: DEPUTY CHIEF ATTORNEY **JG: 32**

POSITION LOCATIONS: MENTAL HYGIENE LEGAL SERVICE
RIVERHEAD, NY

BASE SALARY: \$109,411 + \$3,697 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and One year of service in the Principal Attorney title; or Equivalent legal experience. To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.

DISTINGUISHING FEATURES OF WORK:

Deputy Chief Attorneys serve in a confidential capacity and are responsible for assisting in the development of policy and administering operations of units in the Mental Hygiene Legal Services, attorney disciplinary committees, or other such units. Deputy Chief Attorneys also research legal issues and questions, present complex cases before administrative tribunals and trial and appellate courts, organize complex investigations, and perform related duties as assigned.

ASSIGNMENT:

Serve as chief administrator for the Mental Hygiene Legal Service in the 10th Judicial District. Assists the agency Director in the formulation and implementation of administrative and substantive policy; assists agency Director with staff selection, training and development and performance evaluation; supervises support staff; assigns cases and other legal work to attorneys; provides guidance and instruction and evaluates completed work; organizes major investigations, assigns research and supervises the preparation and final presentation of cases; supervises the presentation of cases before administrative tribunals and trial courts and cases on appeal; supervises the research and analysis of complex legal questions and issues and the preparation of confidential legal memorandum, court papers, and briefs for administrative, trial and appellate proceedings; supervises and drafts correspondence related to case inquiries; negotiates with doctors, hospital administrators, and the Office of Mental Health and the Office for People with Developmental Disabilities on behalf of agency clients.

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.

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 resume to:

MICHAEL NEVILLE, DIRECTOR
MENTAL HYGIENE LEGAL SERVICE
APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT
170 OLD COUNTRY ROAD, SUITE 500
MINEOLA, NEW YORK 11501

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.

POSTING DATE: August 5, 2015 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 26, 2015

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.