



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 14104

POSITION TITLE: ASSISTANT DEPUTY COUNSEL **JG: 31**

LOCATION: OFFICE OF COURT ADMINISTRATION
CONTINUING LEGAL EDUCATION UNIT
NEW YORK, NY

BASE SALARY: \$126,278 + \$4,775 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and Two years of service in the Associate Counsel title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Assistant Deputy Counsel specialize in particular substantive areas of the law which relate to the development and implementation of court policies and the administration of the Unified Court System. Assistant Deputy Counsel analyze complex legal issues and questions presented by proposed administrative rules, legislation, and litigation, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

ASSIGNMENT: The Assistant Deputy Counsel will report to the Counsel to the NYS Continuing Legal Education Board as part of a team administering the mandatory CLE program. The Assistant Deputy Counsel must enjoy working in a time-sensitive, demanding environment and have supervisory experience; the ability to analyze legal materials effectively; and strong verbal and written communication skills. Candidates must also be able to participate as part of a team to develop and administer an annual state-wide conference and draft CLE Board policy proposals and develop supporting materials for such proposals. Additionally, the individual in this position will prepare materials for CLE Board meetings and attend and participate in Board meetings; respond to inquiries from program providers and NY licensed attorneys regarding meeting the CLE program requirements; draft correspondence as necessary; supervise special projects; assist in the preparation of administrative reports; maintain digital storage solutions; create tracking systems for office operations; develop accessible digital forms; collaborate with technology teams and other stakeholders; train staff and managers on new technology and software; and perform other related duties. Applicants with experience in database creation, data analysis, accessible and instructional design principles, learning management systems, and video creation are encouraged to apply.

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 cover letter and resume by email to dpcsapplicants@nycourts.gov or mail to:

Elise Geltzer, Counsel
Office of Court Administration
New York State Continuing Legal Education Board
25 Beaver Street, 7th Floor
New York, NY 10004

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

POSTING DATE: September 3, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: October 1, 2024

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