



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POSTANNOUNCEMENT NO. 14166_Extended

POSITION TITLE: ASSISTANT COUNSEL **JG:** NS**LOCATION:** LAWYERS' FUND FOR CLIENT PROTECTION
ALBANY, NEW YORK**BASE SALARY:** \$84,659**CLASSIFICATION:** EXEMPT**QUALIFICATIONS:** Admission to the New York State Bar; and two (2) years of legal experience.

DISTINGUISHING FEATURES OF WORK: The Assistant Counsel is responsible for the investigation of claims for reimbursement filed with the Lawyers' Fund, and for preparing, in the form of confidential memoranda to the Executive Director, written reports summarizing facts, applying legal analysis, and proposing recommendations for determining claims. Ability to write clearly is fundamental. The Assistant Counsel is also responsible for the function and oversight of the Dishonored/Overdraft Check reporting Rule.

Duties include, but are not limited to, interviewing, and corresponding with claimants and others concerning loss allegations due to dishonest conduct in the practice of law; handling sensitive matters on a confidential basis, securing documentation in the investigation of claims; applying legal analysis; and use of computer word processing, spreadsheet, database and research software. Also, legal research and writing, securing and protecting the Fund's subrogation and creditor rights by preparing and filing legal documents and renewing judgments.

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) a cover letter, writing sample, three references with contact information, and a resume by email to mjk@nylawfund.org or by mail to:

Lawyers' Fund for Client Protection
119 Washington Avenue
Albany, New York 12210

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

POSTING DATE: December 11, 2024**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** February 28, 2025

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