



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1461

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

**LOCATION:** DEPUTY CHIEF ADMINISTRATIVE JUDGE'S OFFICE  
ALBANY, NY

**BASE SALARY:** \$126,278

**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. They are responsible for assisting less experienced attorneys in Counsel's Office under the general direction of Deputy Counsel and Counsel to the Office of Court Administration. 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:** This position provides legal support for the Deputy Chief Administrative Judge (DCAJ); reviews new or proposed legislation for operational impact on trial courts; reviews and approves communications and documents related to employee administrative or disciplinary action; prepares final Determinations for DCAJ following employee disciplinary hearings; acts as Special Liaison to DCAJ for all ADR matters; represents DCAJ at meetings with outside agencies such as the Office of Children and Family Services matters; acts as Special Advisor for DCAJ for Supervising Judge Meetings; researches and prepares memorandums and other legal documents involving complex legal issues which have broad implications for court administration; analyzes reports, enacted legislation, and case law involving complex or sensitive issues and prepares confidential recommendations on their legal implications; drafts correspondence in response to complaints, questions, and requests for information from the public, attorneys, judges, non-judicial employees, and other government agencies and acts as the DCAJ's representative at various meetings involving stakeholders, special advisory committees and statewide task forces. Travel may be required.

**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. This is a full-time in-person position and is available and situated at a specific location. 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a cover letter and resume by email to [smurphy@nycourts.gov](mailto:smurphy@nycourts.gov) or mail to:

Scott Murphy  
Chief of Staff  
Deputy Chief Administrative Judge's Office  
Courts Outside New York City  
187 Wolf Road, Suite 211  
Albany, New York 12205

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

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**POSTING DATE:** June 7, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** July 5, 2024

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