



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1466

POSITION TITLE: EXECUTIVE DIRECTOR, UCS ADVISORY GROUPS JG: 31

LOCATION: OFFICE OF COURT ADMINISTRATION
NEW YORK, NY

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

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and five (5) years of legal or administrative experience; or Master's degree from an accredited college or university and six (6) years of relevant experience; or An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Executive Director, UCS Advisory Groups, is responsible for coordinating and assisting with implementing the work of advisory commissions, committees, task forces, and other groups throughout the Unified Court System. The Unified Court System's Advisory Groups provide input and guidance to judicial leadership and the Office of Court Administration on critical issues impacting the administration of justice in New York State courts. The Executive Director works with Advisory Group leadership, and with other Counsel's Office attorneys assigned to specific Advisory Groups, to recommend relevant legislative, administrative and other reforms; leads the drafting of reports; and performs other related duties that enhance the operations of various Advisory Groups.

ASSIGNMENT: This position will assist a variety of Advisory Groups throughout the UCS and act as the Executive Director to the NYS Permanent Judicial Commission on Justice for Children. Duties include, but are not limited to: consulting with and advising UCS Advisory Groups on laws, proposed legislation, practices, and policies impacting their mandate; acting as a liaison with advisory group Chairs and members, volunteers, community groups, public and private agencies, and the legal community; providing assistance through organizing and prioritizing action plans to address goals and initiatives; providing assistance with the drafting of proposals for legislative revisions, new court rules, administrative directives and other changes recommended by the Advisory Groups; assisting with formulating and implementing goals and objectives; assisting in the planning, coordination, and facilitation of outreach and awareness events; researching legal and other information and assisting Advisory Groups in the formulation of proposed policies and procedures; conducting studies and preparing reports; and organizing Advisory Group meetings, including assisting with drafting agendas, providing background material, inviting guests and taking minutes and notes. Travel is 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, 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 and cover letter by email to counseloffice-emp@nycourts.gov or by mail to:

DAVID NOCENTI
COUNSEL - OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET
NEW YORK, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM.

POSTING DATE: June 21, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 19, 2024

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.