



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1468

POSITION TITLE: SUPERVISING COURT ATTORNEY **JG: 32**

LOCATION: OCA - OFFICE OF JUSTICE COURT SUPPORT
ALBANY, NY

BASE SALARY: \$133,330

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and Three (3) years of service in the Associate Court Attorney title; or Eight (8) years of relevant legal experience gained after admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK: Supervising Court Attorneys serve in a confidential capacity and are responsible for supervising a law department consisting of three (3) or more subordinate court attorneys, including Principal Court Attorneys and/or Court Attorneys-Referee, in courts with a service population exceeding 400,000. They make assignments, review work product, develop policy, oversee all law department operations, research and analyze complex legal issues and questions for the court and perform other related duties.

ASSIGNMENT: The Office of Justice Court Support (OJCS) works with Town and Village courts statewide providing legal counsel as well as education and training to almost 1,800 judges and 1,700 court clerks. The mission of OJCS is to support the work of the Justice Courts by coordinating the delivery of training, equipment, services and support to the Justices and Court Clerks.

This position will be the legal supervisor for the statewide Office of Justice Court Support and will report to the Director of the Office of Justice Court Support. Duties include but are not limited to: day-to-day supervision of legal staff including assigning research and evaluating work; reviewing new legislation for operational impact on the Town and Village courts and developing guides and educational materials; providing expert legal and procedural knowledge; answering complex questions from judges and judicial districts; analyzing and preparing written interpretations of statutes and rules; acting as legal counsel to town and village justices regarding matters pending within their courts and communicating and discussing complex issues of law. This position is also responsible for managing, developing, coordinating and presenting in a classroom setting education and training curriculum programs related to criminal and civil areas of substantive law effecting the T&V courts. Some statewide 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. 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 and cover letter by email to smurphy@nycourts.gov or by 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.](#)

POSTING DATE: June 24, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 22, 2024

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