



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1469

THE FRANKLIN H. WILLIAMS JUDICIAL COMMISSION IS RECRUITING FOR ONE (1) POSITION IN THE COUNSEL SERIES. THE POSITION WILL BE FILLED IN THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: SENIOR ASSISTANT COUNSEL **JG: 23**

BASE SALARY: \$82,198 + LOCATION PAY \$4,775

QUALIFICATIONS: Admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK: Senior Assistant Counsel research and analyze legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. Under supervision, Senior Assistant Counsel prepare proposed administrative rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

POSITION TITLE: SENIOR COUNSEL **JG: 26**

BASE SALARY: \$96,594 + LOCATION PAY \$4,775

QUALIFICATIONS: Admission to the New York State Bar; and two (2) years of service in the Senior Assistant Counsel title; **or** Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Senior Counsel research and analyze complex legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. Senior Counsel draft proposed rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

LOCATION: OFFICE OF COURT ADMINISTRATION
FRANKLIN H. WILLIAMS JUDICIAL COMMISSION,
NEW YORK CITY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: The mission of the Franklin H. Williams Judicial Commission of the New York State Courts is to eradicate systemic racism and bias from within the New York Court System. The Williams Commission seeks to promote diversity, equity and inclusion within the judiciary, legal profession and court workforce. Counsel report to and work under the direct supervision of the Executive Director and Assistant Deputy Counsel. Duties include but are not limited to: planning programs, seminars and conferences for Judges, court personnel, members of the bar and the community on issues of diversity and race within the court; drafting publications; drafting articles and editing of quarterly newsletters; taking notes and summarizing meetings with Commission and court leadership, committees and working groups; assembling materials for CLE accreditation; drafting correspondence in response to complaints and questions regarding racial bias issues and requests for information from the public, judges, non-judicial employees and other government agencies; assisting with studies and preparing reports on disparate impact on communities of color; drafting reports on diversity and racial and ethnic fairness in the Courts; drafting best practices publication for diverse staffing and assist with implicit bias training researching; preparing reports involving legal issues, including employment law and classification of titles and employee rights; analyzing reports, enacted legislation, and case law and preparing confidential commentary on the legal implications; researching, recommending and preparing legislative proposals, administrative rules and regulations and other reforms to promote equality and racial and ethnic fairness in the courts; reviewing and reporting on statistical information involving judges and non-judicial employees; and acting as a liaison to community groups, fraternal organizations within the court, bar associations and judicial appointing authorities. Responsibilities may also include general office administrative support, including the facilitation of incoming and outgoing office correspondence. Some travel required.

Excellent research and writing skills, project management skills, oral and written communication ability, experience working in a fast paced, high energy and flexible team environment are desired. Must be team-oriented and be able to work with all levels of

management and maintain confidentiality, able to manage multiple projects simultaneously, meet strict deadlines and be highly productive. Demonstrated ability to develop and implement diversity and equal justice initiatives, practices and programs are essential requirements for this position.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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 (highlighting any previous work involving diversity or equal justice issues) and resume by email to FHWilliams@nycourts.gov or mail to:

Mary Lynn Nicolas-Brewster
Executive Director, Franklin H. Williams Judicial Commission
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 28, 2024

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 26, 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.
