



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1511

POSITION TITLE: ASSISTANT DEPUTY COUNSEL (INSPECTOR GENERAL'S OFFICE) **JG:** 31

LOCATION: OFFICE OF THE INSPECTOR GENERAL
NEW YORK, NY

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

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.

ASSIGNMENT: The Inspector General's Office is responsible for the investigation and elimination of infractions of disciplinary standards, criminal activities, conflicts of interest, misconduct, misfeasance and incompetence on the part of nonjudicial employees of the UCS, and persons or corporations doing business with the UCS, with respect to their dealings with the courts.

There are currently three positions available that will form the Inspector General's leadership team and report to and consult with the Inspector General. The three leadership positions will each supervise a unit and act as the Managing Attorneys for Bias Matters, Fiduciary Appointments, and General Investigations respectively. Duties include, but are not limited to: supervising a small team of legal, investigative, and/or administrative staff; conducting investigations; preparing reports; acting as a liaison with concerned parties; developing policies; oversight of UCS policies and rules; advising judges and non-judicial personnel on the implementation of procedures and programs; representing the office at meetings, training, programs, seminars and general outreach.

Candidates should have expert knowledge of investigative and fact-finding techniques, preparing detailed confidential reports, the administrative rules of the NYS Unified Court System, excellent communication skills, a proven track record of leadership, and demonstrated experience handling sensitive matters on a confidential basis. Some travel throughout New York State 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: **3**.

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 and resume by email to igjobapply@nycourts.gov or by mail to:

KAY-ANN PORTER CAMPBELL
INSPECTOR GENERAL
OFFICE OF COURT ADMINISTRATION
26 BROADWAY, 10TH FLOOR
NEW YORK, NY 10004

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

POSTING DATE: February 4, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 4, 2025

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.