



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1513

POSITION TITLE: ASSISTANT DEPUTY COUNSEL (ADR)

JG: 31

LOCATION: OFFICE OF COURT ADMINISTRATION
DIVISION OF ALTERNATIVE DISPUTE RESOLUTION
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.

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 also responsible for assisting less experienced attorneys. 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: The Assistant Deputy Counsel will be assigned to the statewide Division of ADR and will be responsible for monitoring and supporting the duties of the ADR Coordinators for Kings, New York, Queens, Richmond, and Bronx Counties as well as the ADR Coordinators for NYC Family, Civil and Surrogates Courts. Duties include: consulting regularly with the ADR Regional Coordinators for the Northern and Western Districts and the Statewide ADR Coordinator to coordinate and compare programs, assess staff and resources, and identify and resolve issues relevant to the ADR Initiative; creating, reviewing, and editing documents relevant to ADR Programs, as well as drafting rules, procedures and guidelines; compiling and analyzing and reporting on data regarding ADR in the courts; meeting regularly with various stakeholders involved in all of the ADR programs in NYC, including but not limited to: Community Dispute Resolution Center directors and staff; Law School Mediation Clinic directors; roster mediators; bar association officers and staff; analogous program directors in the private sector (AAA, JAMS, NAMS) and other courts (SDNY and EDNY); private mediators; and ADR professionals from other states and jurisdictions; assisting the Statewide ADR Coordinator in determining training needs; preparing and presenting at ADR training, panels, and CLE's; attending meetings of the Chief Judge's ADR Advisory Committee; provide technical assistance to judges and court staff in creating new mediation programs that are specific to their parts/courts; serving as a point person for questions from court staff or the public on ADR in the NYC courts; working with Department of Technology and Court Research to create a more efficient data collection system for ADR statistics and assisting in interviewing/hiring ADR Coordinators and staff.

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 cover letter and resume by email to adrdivisionpostings@nycourts.gov or mail to:

Lisa Courtney
Director, Division of ADR
25 Beaver Street Room 845
New York, NY 10004

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

POSTING DATE: January 21, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: February 18, 2025

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