



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1515

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THE NEW YORK STATE UNIFIED COURT SYSTEM'S OFFICE FOR JUSTICE INITIATIVES (OJI) IS RECRUITING FOR ONE (1) POSITION IN THE COUNSEL SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

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**ASSIGNMENT:** The New York State Unified Court System's Office for Justice Initiatives (OJI) oversees the implementation of programs that aim to provide equal access to justice in New York State Courts, judiciary civil legal services programming, New York's problem-solving courts, child welfare, and juvenile and adolescent justice initiatives, including implementation of legislation raising the age of criminal responsibility in New York, and the court system's Equal Justice Initiative. This position is assigned to the Division of Access to Justice within the OJI and will include collaboration across divisions. Duties include but are not limited to: researching and analyzing legal questions and issues; developing written materials for unrepresented court users; developing and overseeing volunteer programs such as the Attorney Emeritus Program and the Court Navigator Program; training volunteers; collecting data; and drafting reports. Some travel is required.

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**POSITION TITLE:** ASSOCIATE COUNSEL **JG: 28**

**BASE SALARY:** \$107,629 + \$4,775 LOCATION PAY

**QUALIFICATIONS:** Admission to the New York State Bar; and One year of service in the Senior Counsel title; **or** Three years relevant legal experience, including up to 18 months pre-admission experience.

**DISTINGUISHING FEATURES OF WORK:** Associate Counsel research, prepare and analyze complex legal questions and issues concerning proposed administrative rules, legislation, and litigation. They advise judges and non-judicial personnel on the implications of procedures and programs and perform other related duties. Associate Counsel also assist the Assistant Deputy Counsel in specialized areas of the law which relate to the development and implementation of court policies and the administration of the unified court system.

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

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

**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. With substantial independence from supervision, 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.

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

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

**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.

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**LOCATION:** OFFICE FOR JUSTICE INITIATIVES  
NEW YORK, NY (MANHATTAN)

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a signed cover letter, resume, and list of references (including contact information) to [OJI-Applications@nycourts.gov](mailto:OJI-Applications@nycourts.gov) or mail to:

Hon. Edwina G. Richardson  
Deputy Chief Administrative Judge for Justice Initiatives  
111 Centre Street  
New York, NY 10013  
[DCAJ-OJI@nycourts.gov](mailto:DCAJ-OJI@nycourts.gov)

**[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

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**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.**

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