



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

**PLEASE POST
ANNOUNCEMENT NO. 1518**

POSITION TITLE: ASSISTANT DEPUTY COUNSEL **JG: 31**

LOCATION: OCA - COUNSEL'S OFFICE
NEW YORK, NY

BASE SALARY: \$126,278* + \$4,775 LOCATION PAY
*Note: Pursuant to the New York State Office of the State Comptroller Salary Manual for the Unified Court System, candidates from other branches of NYS government may be appointed at a salary above the \$126,278 base salary, up to a maximum of \$163,658, based on their current grade and length of prior NYS service.

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. **Candidates with substantial experience regarding housing issues are encouraged to apply. Prior litigation experience preferred but not required.**

ASSIGNMENT: This position is assigned to Office of Court Administration (OCA) Counsel's Office and will handle a wide variety of responsibilities regarding housing and other legal issues. Duties include, but are not limited to: (1) providing legal advice and guidance to Unified Court System personnel; (2) conducting legal research and writing memoranda; (3) acting as the primary liaison between Counsel's Office and Housing Court personnel; (4) providing input and assistance on legislative and regulatory proposals involving housing and other issues; (5) providing input and assistance on litigation matters involving housing and other issues; (6) assisting with the implementation of statewide housing policy initiatives; and (7) performing such other duties as may be assigned.

In addition to handling housing issues, the individual hired for this position will be expected to gain knowledge and assume responsibility for other subject matter areas, which may include debtor/creditor issues and such other areas as needed. Prior knowledge and experience in this area will be considered but is not required.

Candidates will be expected to have extensive knowledge of federal, state and local housing laws, regulations and court decisions, including but not limited to the Multiple Dwelling Law, the Real Property Actions and Proceedings Law, and the New York City Civil Court Act.

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 responsible for assisting less experienced attorneys in Counsel's Office under the general direction of the OCA Counsel and Deputy Counsels. 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.

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. This is a full-time position and is available and situated at a specific location and some travel may be required. The appointee nonetheless 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 counselsoffice-emp@nycourts.gov or by mail to:

DAVID NOCENTI
COUNSEL
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: January 30, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 1, 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.