



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52458

THE APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT, IS CURRENTLY SEEKING APPLICATIONS FOR AN ATTORNEY IN THE COURT'S MENTAL HYGIENE LEGAL SERVICE. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES DEPENDENT UPON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED. APPLICANTS SHOULD SPECIFY THE POSITION TITLE OR TITLES FOR WHICH THEY WISH TO BE CONSIDERED.

POSITION TITLE: ATTORNEY **JG: 23**

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

QUALIFICATIONS: Admission to the New York State bar.

DISTINGUISHING FEATURES OF WORK: Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

POSITION TITLE: SENIOR ATTORNEY **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 Attorney title; **or** equivalent legal experience

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Service, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

POSITION TITLE: ASSOCIATE ATTORNEY **JG: 28**

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

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Senior Attorney title; **or** equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Service, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

POSITION TITLE: PRINCIPAL ATTORNEY **JG: 31**

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

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Associate Attorney title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Principal Attorneys serve in a confidential capacity in the Mental Hygiene Legal Services, attorney disciplinary committees, departmental law-guardian offices, or other such units where they research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform related duties. Principal Attorneys may also assist in selecting and training new staff,

developing and implementing policies and procedures and in handling day-to-day administrative matters. They may also work with advisory committees, assist with planning and executing educational programs, assist with resolving administrative problems, and serve as director of a departmental law guardian office.

LOCATION: MENTAL HYGIENE LEGAL SERVICE, SPECIAL LITIGATION AND APPEALS UNIT
GARDEN CITY, NASSAU COUNTY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: Duties include but are not limited to: assisting in litigating a varied and pro-active docket of mental health legal advocacy matters including cases initiated in both the State and Federal courts and prosecuted at both trial and appellate levels. Under supervision, such person will be responsible for cases selected by the Deputy Director of Special Litigation and Appeals from this docket, including researching legal issues; crafting written submissions, including motion papers, memoranda of law, and appellate briefs; orally arguing such cases before the judicial forums; conducting all aspects of discovery, including discovery in complex civil rights actions; and helping to conclude the litigation to a successful end whether resulting in an order, judgment or settlement. Qualified applicants are required to have excellent research, writing and oral advocacy skills, as well as the ability to complete assignments under strict time constraints. Travel to appellate courts within New York State will be 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: 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 resume and cover letter by email to MHLS2-HR@nycourts.gov or by mail to:

Michael Neville
Director
Mental Hygiene Legal Service
600 Old Country Road, Suite 224
Garden City, NY 11530

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

POSTING DATE: November 4, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 2, 2024

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