



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52466

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THE APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT, IS CURRENTLY SEEKING APPLICATIONS FOR AN ATTORNEY IN THE ATTORNEY SERIES. 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.

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**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.

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**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.

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**LOCATION:** APPELLATE DIVISION, 2ND DEPARTMENT  
ATTORNEYS FOR CHILDREN  
335 ADAMS STREET, 24TH FLOOR, BROOKLYN, NY 11201

**CLASSIFICATION:** NON-COMPETITIVE/CONFIDENTIAL

**ASSIGNMENT:** The Office of Attorneys for Children, Appellate Division, Second Department oversees the Attorneys for Children Panels throughout the Second Department, along with the Assigned Counsel Panels (18-B) in Kings, Queens, and Richmond Counties. The successful candidate will work closely with the Director and Deputy Director in performing duties that include but are not limited to the following: assisting in the development and implementation of an evolving training and mentoring program for new applicants to the panel; assisting in the development and implementation of continuing legal education training programs for current panel attorneys; assisting in the application process for panel membership; assisting in the recruitment of qualified applicants; and assisting in the analysis of statistical information relevant to panel representation. Excellent interpersonal and communication skills, both verbal and written, are required, as well as excellent computer skills. Preference will be given to candidates with a background in family court practice.

**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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [AD2-Postings@nycourts.gov](mailto:AD2-Postings@nycourts.gov) with the appropriate announcement number in the subject line or by mail to:

APPELLATE DIVISION, 2ND DEPARTMENT  
45 MONROE PLACE  
BROOKLYN, NEW YORK 11201  
ATTENTION: HUMAN RESOURCES DEPARTMENT

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

**POSTING DATE:** November 21, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** December 19, 2024

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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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