



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52469

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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.

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**POSITION TITLE:** ASSISTANT ATTORNEY **JG: 21**

**BASE SALARY:** \$73,897 + \$4,775 LOCATION PAY

**QUALIFICATIONS:** Graduation from an accredited law school and admission to New York State Bar within 18 months of appointment.  
**To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.**

**DISTINGUISHING FEATURES OF WORK:** Assistant Attorneys serve in a confidential capacity and work under direct supervision and receive on-the-job instruction in legal research and in preparing cases for administrative tribunals and litigation in the courts, and in performing other related duties. Assistant 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:** ATTORNEY **JG: 23**

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

**QUALIFICATIONS:** Admission to the New York State bar.  
**To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.**

**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.  
**To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.**

**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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**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.

**To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.**

**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.

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**LOCATION:** MENTAL HYGIENE LEGAL SERVICE  
WHITE PLAINS, WESTCHESTER COUNTY

**CLASSIFICATION:** Non-Competitive/Confidential -Temporary\*

*\* This position is currently classified as temporary because it is encumbered by an employee who took a promotion within the court system. That employee has the right to return to this position within a designated period of time. If the employee chooses to return within the designated period, then the new incumbent may be placed in a similar position, if available, or the new incumbent's employment may be terminated. If the employee does not return within the designated period, then the position would no longer be classified as temporary.*

**ASSIGNMENT:** The Mental Hygiene Legal Service ("MHLS") provides legal representation and advocacy to individuals with mental and developmental disabilities, and those alleged to be in need of mental health services, in legal matters including civil and criminal commitment, treatment over objection, guardianship, sex offender civil management, and assisted outpatient treatment. MHLS attorneys regularly appear in the New York courts in difficult cases concerning involuntary hospitalization and psychiatric treatment. This position involves frequent fieldwork, including meeting with clients at psychiatric hospitals, other facilities or private residences. In addition, MHLS attorneys advocate informally on behalf of clients and represent them at administrative hearings. Some litigation experience is preferred but not 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [MHLS2-HR@nycourts.gov](mailto: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.](#)**

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

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