



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52508

POSITION TITLE: DEPUTY CHIEF ATTORNEY **JG: 32**

LOCATION: APPELLATE DIVISION, SECOND DEPARTMENT
GRIEVANCE COMMITTEE FOR THE 9TH JUDICIAL DISTRICT
399 KNOLLWOOD ROAD, SUITE 200 WHITE PLAINS, NY 10603

BASE SALARY: \$133,330 + \$4,775 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and one year of service in the Principal Attorney title; **or** Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: Deputy Chief Attorneys serve in a confidential capacity and are responsible for assisting in the development of policy and administering operations of units in the Mental Hygiene Legal Services, attorney disciplinary committees, or other such units. Deputy Chief Attorneys also research legal issues and questions, present complex cases before administrative tribunals and trial and appellate courts, organize complex investigations, and perform related duties as assigned.

ASSIGNMENT: Counsel to the Grievance Committees in the Second Department serve as legal counsel to those Committees. The duties of the Deputy Counsel to the Grievance Committee for the Ninth Judicial District are as follows: Assist Chief Counsel in supervising attorneys and support staff in the investigation and, if appropriate, prosecution of complaints of alleged attorney misconduct, on behalf of the Committee; Review and analyze grievance complaints to determine if an investigation is warranted; assist and counsel staff attorneys on legal issues, areas of inquiry, investigative strategies, and potential dispositions of grievance complaints; review and edit confidential legal memoranda, pleadings, motions, disposition letters and other documents prepared by staff attorneys for submission to the Grievance Committee, the Appellate Division and Special Referees appointed to hear disciplinary proceedings; perform legal research pertaining to ethics and attorney responsibility; investigate grievance complaints and, if appropriate, conduct hearings before Special Referees; coordinate with the Bar Associations and their grievance, mediation, and fee conciliation committees, as well as the Fee Dispute Program of Part 137 of the Rules of the Chief Administrator of the Courts; assist Chief Counsel in overseeing the management of the agency, which includes, but is not limited to, personnel, fiscal and facility issues; assist in preparation of quarterly and annual statistics, as well as completion of surveys for various bar associations and the Lawyers' Fund for Client Protection, among other entities; and oversee internship program for local law school students.

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work being performed by persons assigned to one of these titles. They do not include all job duties performed by employees in the titles, 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), a cover letter, and resume by email to 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: February 3, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 3, 2025

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