



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 54417_Extended

The Appellate Division, Fourth Judicial Department is recruiting for one (1) position in the Attorney series. The position will be in either of the following titles and the title utilized will depend, in part, on the qualifications of the applicants selected. Applicants should specify the position title or titles for which they wish to be considered. Only one application needs to be submitted per candidate.

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

BASE SALARY: \$ 107,629

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 Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

POSITION TITLE: SENIOR ATTORNEY **JG: 26**

BASE SALARY: \$ 96,594

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 Services, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

POSITION TITLE: ATTORNEY **JG: 23**

BASE SALARY: \$ 82,198

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: ASSISTANT ATTORNEY **JG: 21**

BASE SALARY: \$ 73,897

QUALIFICATIONS: Graduation from an accredited law school and admission to New York State Bar within 18 months of appointment.

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.

LOCATION: APPELLATE DIVISION, FOURTH DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE – ROCHESTER DISTRICT OFFICE

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position will provide representation of the mentally ill, developmentally disabled, and prisoners who are facing civil commitment. Duties include but are not limited to: presenting cases before administrative tribunals and courts; researching and analyzing legal questions and issues and preparing confidential reports, memoranda, legal papers and briefs; interviewing litigants, witnesses and other parties to administrative and judicial proceedings, all dealing with mentally disabled clients; and drafting correspondence related to case inquiries. Extensive travel without reliance on public carriers is necessary for this position.

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: 2.

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 <http://www.nycourts.gov/careers/UCS5.pdf>) with a cover letter, résumé, and writing sample by email to: mljones@nycourts.gov or by mail to:

Mary L. Jones, Human Resources
Appellate Division, Fourth Department
M. Dolores Denman Courthouse
50 East Avenue, Suite 200
Rochester, NY 14604

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

POSTING DATE: December 17, 2024 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 28, 2025

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