



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 54504

THE APPELLATE DIVISION, FOURTH JUDICIAL DEPARTMENT IS RECRUITING FOR ONE (1) POSITION IN THE MHLS CASE ANALYST SERIES. THE POSITION FILLED WILL BE IN EITHER OF THE FOLLOWING TITLES AND THE TITLE UTILIZED WILL DEPEND, IN PART, ON THE QUALIFICATIONS OF THE APPLICANT SELECTED. APPLICANTS SHOULD SPECIFY THE POSITION TITLE OR TITLES FOR WHICH THEY WISH TO BE CONSIDERED.

POSITION TITLE: MHLS ASSOCIATE CASE ANALYST **JG: 23**

BASE SALARY: \$82,198

QUALIFICATIONS: Two (2) years of service in MHLS Senior Case Analyst title; **or** Bachelor's degree from an accredited college or university; and Six (6) years of satisfactory full-time experience in social work or a related field with a social services agency, hospital, psychiatric facility, law office, or similar setting; **or** Master's Degree in social work or a related field from an accredited college or university and four (4) years of satisfactory full-time experience in social work or a related field with a social services agency, hospital, psychiatric facility, law office or similar setting; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: With substantial independence from supervision, MHLS Associate Case Analysts work in the Mental Hygiene Legal Service, an agency dedicated to safeguarding the rights of individuals with mental or developmental disabilities. They are responsible for managing a large volume of clients and cases that involve the most complex issues such as end-of-life decision making, guardianships with complicated matters related to personal needs and property management, cases with many competing interests and additional special assignments. MHLS Associate Case Analysts interview clients, conduct investigations, attend case conferences and administrative proceedings, prepare written reports and assist attorneys with case preparation. They serve in a confidential capacity and refer matters to MHLS attorneys as required. MHLS Associate Case Analysts may also provide other advocacy services and perform related administrative duties.

POSITION TITLE: MHLS SENIOR CASE ANALYST **JG: 21**

BASE SALARY: \$73,897

QUALIFICATIONS: Two (2) years of service in MHLS Case Analyst title; **or** Bachelor's degree from an accredited college or university; and Four (4) years of satisfactory full-time experience in social work or a related field with a social services agency, hospital, psychiatric facility, law office, or similar setting; **or** Master's Degree in social work or a related field from an accredited college or university and two (2) years of satisfactory full-time experience in social work or a related field with a social services agency, hospital, psychiatric facility, law office, or similar setting; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Under supervision of an attorney, MHLS Senior Case Analysts work in the Mental Hygiene Legal Service, an agency dedicated to safeguarding the rights of individuals with mental or developmental disabilities. They serve in a confidential capacity and are responsible for conducting investigations, interviewing clients, attending case conferences and administrative proceedings, preparing written reports and assisting attorneys with case preparation. MHLS Senior Case Analysts independently analyze a large variety of routine cases and client concerns, and refer matters to MHLS attorneys as required. Under the direction of an attorney, they manage cases that present unique and complex issues. MHLS Senior Case Analysts may also provide other advocacy services and perform related administrative duties.

LOCATION: APPELLATE DIVISION, FOURTH JUDICIAL DEPARTMENT
MENTAL HYGIENE LEGAL SERVICE, BUFFALO, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: This position covers the Buffalo District Office and surrounding counties. Duties include interviewing clients; research cases pursuant to Article 81, Article 9 and Article 10 as well as Article 17a; provide analysis for end of-life, guardianships and cases with competing interests; may train MHLS Case Analysts and assists in developing in-service training programs. Extensive

travel without reliance on public carriers is necessary for this position. Familiarity with statistical analysis is desirable. New York State Licensed Social Worker is preferred.

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 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 cover letter and resume 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: February 4, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: March 4, 2025

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.