



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 15163

POSITION TITLE: ASSISTANT DEPUTY COUNSEL **JG:** 31

LOCATION: OFFICE OF COURT ADMINISTRATION – OFFICE FOR JUSTICE INITIATIVES
OFFICE OF GUARDIANSHIP MATTERS & ELDER JUSTICE
BROOKLYN, NY

BASE SALARY: \$130,061 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar; and Two years of service in the Associate Counsel title; or Equivalent legal experience.

DISTINGUISHING FEATURES OF WORK: The Assistant Deputy Counsel specializes in particular substantive areas of the law which relate to the development and implementation of court policies and the administration of the Unified Court System (UCS). They are responsible for assisting less experienced attorneys under the general direction of the Executive Director. The Assistant Deputy Counsel analyzes complex legal issues and questions presented by proposed administrative rules, legislation, and litigation, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

ASSIGNMENT: Under direct supervision of the Director of the Office of Guardianship Matters and Elder Justice, the candidate hired for this position will primarily be responsible for supporting the work of the Office of Guardianship Matters and Elder Justice, and the Guardian Assistance Office (GAO). GAO's mission is to provide training, educational materials, and individual one-on-one guidance and support to court appointed Mental Hygiene Law (MHL) Article 81 lay guardians acting on behalf of an incapacitated family member or friend of limited resources. The successful candidate will have extensive knowledge and experience working with MHL Article 81, and familiarity with MHL Article 9 and 83, elder planning, alternatives to guardianship, and experience leading teams. This is an in-office position at our Brooklyn location. Duties include, but are not limited to:

- Overseeing the day-to-day operations of the Guardian Assistance Office;
- Supervision and training of GAO staff;
- Providing individual one-on-one guidance and support to MHL Article 81 lay guardians;
- Educating and supporting lay guardians with practical issues involved in guardianship;
- Providing detailed assistance to lay guardians in the preparation of guardianship reports;
- Providing lay guardians with court forms and legal information to access the court post appointment;
- Designing and hosting webinars for lay guardians;
- Collecting and analyzing data;
- Developing court forms, materials, and educational resources;
- Maintaining and updating content on the GAO website;
- Engaging in community outreach and public education about guardianship and alternatives to guardianship;
- Researching and analyzing legal issues;
- Preparing legal memoranda;
- Reviewing and researching legislative proposals;
- Providing training to guardianship judges and court staff across New York State; and
- Working on a variety of special projects involving guardianship and elder justice.

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 should submit a cover letter, resume, completed 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 a resume by email to elderjustice@nycourts.gov or by mail to:

Diana Colón, Esq.
Director and Special Counsel
Office of Guardianship Matters and Elder Justice
Office for Justice Initiatives
NYS Unified Court System
25 Beaver Street
New York, NY 10004

APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM

POSTING DATE: December 8, 2025 **APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** January 5, 2026

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.
