



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 15164

THE NEW YORK STATE UNIFIED COURT SYSTEM'S OFFICE OF GUARDIANSHIP MATTERS & ELDER JUSTICE IS RECRUITING FOR ONE (1) POSITION IN THE COUNSEL SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

POSITION TITLE: SENIOR ASSISTANT COUNSEL **JG: 23**

BASE SALARY: \$84,659 + \$4,920 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar.

DISTINGUISHING FEATURES OF WORK: Senior Assistant Counsel research and analyze legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. Under supervision, Senior Assistant Counsel prepare proposed administrative rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

POSITION TITLE: ASSISTANT COUNSEL **JG: 21**

BASE SALARY: \$76,112 + \$4,920 LOCATION PAY

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

DISTINGUISHING FEATURES OF WORK: Assistant Counsels receive on-the-job instruction in researching and analyzing legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. Under direct supervision, Assistant Counsels learn to draft administrative rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

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

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

ASSIGNMENT: Under supervision 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 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 knowledge of MHL Article 81 and familiarity with legal proceedings and general issues involved in guardianship and elder justice. This is an in-office position at our Brooklyn location. Duties include, but are not limited to:

- 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;
- Assisting with trainings to guardianship judges and court staff;
- Assisting with designing and hosting webinars for lay guardians;
- Assisting with developing court forms, materials, and educational resources;
- Collecting and analyzing data;
- Assisting in the preparation of data reports;
- 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;

- Maintaining and updating content on the GAO website; 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 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) a cover letter and 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

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