



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 52605

POSITION TITLE: DEPUTY CHIEF ATTORNEY

JG: 32

LOCATION: MENTAL HYGIENE LEGAL SERVICE
NEW HYDE PARK, NASSAU COUNTY

BASE SALARY: \$137,325 + \$4,920 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL-TEMPORARY*

**This position is currently classified as temporary because it is encumbered by an employee who took a promotion within the court system. That employee has the right to return to this position within a designated period of time. If the employee chooses to return within the designated period, then the new incumbent may be placed in a similar position, if available, or the new incumbent's employment may be terminated. If the employee does not return within the designated period, then the position would no longer be classified as temporary.*

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: The Deputy Chief Attorney assists the agency Director in managing the day-to-day operations of the Mental Hygiene Legal Service in the 2nd, 11th and 13th Judicial Districts. Duties include but are not limited to: formulating and implementing administrative and substantive policy; selecting, training, developing, supervising and evaluating staff; assigning cases, research and legal work to attorneys; providing ongoing guidance and instruction; reviewing completed work; organizing major investigations; overseeing the preparation and final presentation of cases before administrative tribunals and trial courts; supervising the analysis of complex legal issues and the preparation of confidential legal memoranda, court papers and briefs; drafting correspondence related to case inquiries; negotiating with doctors, hospital administrators, and the NYS Office of Mental Health and NYS Office for People with Developmental Disabilities on behalf of agency clients; and resolving issues related to the physical office space occupied by staff. Excellent supervisory, interpersonal and communication skills are required, as well as the ability to handle sensitive matters in a confidential manner. A valid driver license and car are required.

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 MHLS2-HR@nycourts.gov or by mail to:

EBEN HILL
DIRECTOR
MENTAL HYGIENE LEGAL SERVICE
600 OLD COUNTRY ROAD, SUITE 224
GARDEN CITY, NY 11530

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

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.