



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52625

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**POSITION TITLE:** PRINCIPAL ATTORNEY

**JG: 31**

**LOCATION:** MENTAL HYGIENE LEGAL SERVICE  
CENTRAL ISLIP, SUFFOLK COUNTY

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

**CLASSIFICATION:** NON-COMPETITIVE/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 two (2) years of service in the Associate Attorney title; **or** Equivalent legal experience.

**DISTINGUISHING FEATURES OF WORK:** Principal Attorneys serve in a confidential capacity in the Mental Hygiene Legal Services, attorney disciplinary committees, departmental law-guardian offices, or other such units where they research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform related duties. Principal Attorneys may also assist in selecting and training new staff, developing and implementing policies and procedures and in handling day-to-day administrative matters. They may also work with advisory committees, assist with planning and executing educational programs, assist with resolving administrative problems, and serve as director of a departmental law guardian office.

**ASSIGNMENT:** The Mental Hygiene Legal Service provides legal representation and advocacy to individuals with mental and developmental disabilities, and those alleged to be in need of mental health services, in matters including civil commitment, treatment over objection, guardianship, sex offender civil management, and assisted outpatient treatment. This position will serve as the Principal Attorney-In-Charge, managing the daily operations of a field office in collaboration with other Principal Attorneys who may be assigned. Under the direction of the Deputy Chief Attorney, the Principal Attorney-In-Charge supervises work assignments for attorneys and administrative staff; monitors time and attendance; procures goods and services; maintains statistical records and case files; manages the timely reporting and accurate entry of data into the agency's case management system; interfaces with building management on facility-related issues; participates in the structured interview process for prospective employees; provides training and skills development; and prepares performance evaluations and staff development plans. Excellent lawyering, communication and leadership skills are necessary. 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 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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [MHLS2-HR@nycourts.gov](mailto: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.](#)**

**POSTING DATE:** April 17, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** May 15, 2026

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