



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1650

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

LOCATION: OFFICE OF COURT ADMINISTRATION
FRANKLIN H. WILLIAMS JUDICIAL COMMISSION
NEW YORK, 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: The Assistant Deputy Counsel assists the Executive Director and Commission leadership in the administration and execution of the Commission's work, including operations, personnel management and supervision, and the development and implementation of programs and initiatives that advance racial and ethnic fairness and improve access to justice within the New York State Unified Court System. Under the supervision of the Executive Director, the position involves substantial operational oversight; extensive legal, legislative and policy research; and the preparation of reports, policy recommendations, and publications addressing diversity, equity, access to justice, and court improvement. The Assistant Deputy Counsel also oversees the planning and execution of conferences, town halls, and educational programs. In addition, the Assistant Deputy Counsel assists in supervising counsel, analysts, and interns; collaborates with judges, court administrators, and community partners; and exercises sound professional judgment in handling confidential and sensitive matters. Preference will be given to candidates with prior supervisory experience and demonstrated work in equity, diversity and fairness initiatives. Some travel is required.

Selected candidates may be required to complete a pre-interview assignment.

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) and a signed cover letter, resume, and list of references (including contact information) to FHWilliams@nycourts.gov or mail to:

Karlene Dennis
Executive Director
Franklin H. Williams Judicial Commission
Office of Court Administration
25 Beaver Street, 8th Floor
New York, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM](#)

POSTING DATE: May 19, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 16, 2026
