



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST  
ANNOUNCEMENT NO.** 52115

**POSITION TITLE:** PRINCIPAL ATTORNEY

**JG:** 31

**LOCATION:** APPELLATE DIVISION, SECOND JUDICIAL DEPARTMENT  
MENTAL HYGIENE LEGAL SERVICES, WHITE PLAINS, NY

**BASE SALARY:** \$114,413 + \$4,300 LOCATION PAY

**CLASSIFICATION:** Non-Competitive/Confidential

**QUALIFICATIONS:** Admission to the New York State Bar and two (2) years of service in the Associate Attorney title; or Equivalent legal experience.  
**To be qualified for this position, you must have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station.**

**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 ("MHLS") provides legal representation and advocacy on behalf of mentally and developmentally disabled adults and children, and those alleged to be in need of mental health services, in matters including but not limited to civil and criminal commitment; treatment over objection; guardianship; sex offender commitment; and assisted outpatient treatment. Under the direction of the Deputy Chief Attorney, Principal Attorneys develop and supervise office work assignments for both attorneys and administrative staff, and supervise the preparation and presentation of cases in court. Principal Attorneys also oversee daily operations in local MHLS field offices, including monitoring time and attendance; procuring goods and services; maintaining statistical records and interfacing with building management on facility-related issues. Principal Attorneys participate in the structured interview process for prospective employees, provide training and skills development and prepare annual performance evaluations and staff development plans. Excellent interpersonal and communication skills 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 cover letter with a résumé to:

Michael Neville, Director  
Mental Hygiene Legal Service  
600 Old Country Road, Suite 224  
Garden City, NY 11530

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EEO DATA COLLECTION FORM.**

**New hires must be fully vaccinated against the COVID-19 virus by the date of hire, unless granted a reasonable accommodation due to disability or religion.**

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**POSTING DATE:** September 24, 2021

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** October 22, 2021

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**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.**

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