

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM**PLEASE POST
ANNOUNCEMENT NO. 52345**

The Appellate Division, Second Judicial Department, is currently seeking applications for an attorney in the Court's Mental Hygiene Legal Service. The position will be filled in one of the following titles dependent upon the qualifications and experience of the applicant selected. Applicants should specify the position title or titles for which they wish to be considered.

POSITION TITLE: ATTORNEY **JG: 23**

BASE SALARY: \$79,805 + \$4,635 LOCATION PAY

QUALIFICATIONS: Admission to the New York State bar.
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: Under direct supervision, Attorneys serve in a confidential capacity and research legal questions and issues, prepare cases for administrative proceedings and litigation in the courts, and perform other related duties. Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Services, attorney disciplinary committees, 18B panel administration, or other such units.

POSITION TITLE: SENIOR ATTORNEY **JG: 26**

BASE SALARY: \$93,782 + \$4,635 LOCATION PAY

QUALIFICATIONS: Admission to the New York State bar and two (2) years of service in the 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: With substantial independence from supervision, Senior Attorneys serve in a confidential capacity and research legal questions and issues, organize investigations, prepare and present cases before administrative tribunals and courts, and perform other related duties. Senior Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Service, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

POSITION TITLE: ASSOCIATE ATTORNEY **JG: 28**

BASE SALARY: \$104,500 + \$4,635 LOCATION PAY

QUALIFICATIONS: Admission to the New York State Bar and two (2) years of service in the Senior 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: Associate Attorneys serve in a confidential capacity and research legal questions and issues, organize complex investigations, prepare and present complex cases before administrative tribunals and trial and appellate courts, and perform other related duties. Associate Attorneys provide legal research and advocacy services in the Mental Hygiene Legal Service, attorney disciplinary committees, 18B panel administration, or other such units. They may also oversee a departmental law guardian program.

LOCATION: Mental Hygiene Legal Service
White Plains, Westchester County

CLASSIFICATION: Non-Competitive/Confidential

ASSIGNMENT: The Mental Hygiene Legal Service (“MHLS”) provides legal representation and advocacy to individuals with mental and developmental disabilities, and those alleged to be in need of mental health services, in legal matters including civil and criminal commitment, treatment over objection, guardianship, sex offender civil management, and assisted outpatient treatment. MHLS attorneys regularly appear in the New York courts in difficult cases concerning involuntary hospitalization and psychiatric treatment. This position involves frequent fieldwork, including meeting with clients at psychiatric hospitals, other facilities or private residences. In addition, MHLS attorneys advocate informally on behalf of clients and represent them at administrative hearings. Some litigation experience is preferred, but not 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: **2**.

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) and a resume and cover letter by email to MHLS2-HR@nycourts.gov or by mail to:

Michael Neville
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: June 13, 2023

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 11, 2023

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.