



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 52433

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**POSITION TITLE:** PRINCIPAL ATTORNEY **JG: 31**

**LOCATION:** Mental Hygiene Legal Service  
Metrotech, Kings County

**BASE SALARY:** \$126,278 + \$4,775 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. **A vehicle is not required for this office. However, to be qualified for this position, you must agree to have a valid driver's license and a properly registered automobile for use in performing official duties away from your assigned station should you be reassigned to a different MHLS office.**

**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 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. The primary responsibility of this Principal Attorney position will be to oversee, and supervise, all agency work relating to clients diagnosed with an intellectual or developmental disability, who are receiving services from the NYS Office for People with a Developmental Disability ("OPWDD") or one of its State-licensed provider agencies, in Kings County. Under the direction of the Deputy Chief Attorney, Principal Attorneys develop and supervise office work assignments for attorneys and administrative staff and supervise the preparation and presentation of cases in court. Principal Attorneys oversee daily operations in 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 lawyering, interpersonal and communication skills 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 cover letter and resume by email to [MHLS2-HR@nycourts.gov](mailto: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:** July 10, 2024

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** August 7, 2024

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