



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1256

THE OFFICE OF COURT ADMINISTRATION - COUNSEL'S OFFICE IS RECRUITING FOR ONE (1) POSITION IN THE COUNSEL SERIES. THE POSITION WILL BE FILLED IN ONE OF THE FOLLOWING TITLES AND WILL BE DEPENDENT ON THE QUALIFICATIONS AND EXPERIENCE OF THE APPLICANT SELECTED.

ASSIGNMENT: This position is situated in OCA's Counsel Office and will primarily provide support to OCA's Division of Financial Management and Division of Professional and Court Services, Grants and Contracts Unit. Duties include, but are not limited to reviewing/drafting/negotiating: (a) contracts for goods and services, (b) grant contracts, (c) intergovernmental agreements and memoranda of understanding with entities of federal, state, and local governments, and (d) leases and related matters; reviewing procurement document specifications (bids and requests for proposals) for clarity and legal sufficiency; advising on contract-related transactional and administrative issues; reviewing federal grant award conditions and assurances; advising on drafting contract and procurement policies/procedures; and advising on contract approval submissions to the New York State Attorney General, New York State Comptroller, and any other oversight officers and agencies. **PREFERENCE WILL BE GIVEN TO CANDIDATES WITH GOVERNMENT CONTRACTING AND PROCUREMENT EXPERIENCE.**

POSITION TITLE: ASSOCIATE COUNSEL **JG: 28**

BASE SALARY: \$97,522 (leading to maximum salary of \$128,014)*
**Candidates from other branches of NYS government may be appointed at a salary above base salary pursuant to the New York State Office of the State Comptroller Salary Manual for the Unified Court System.*

QUALIFICATIONS: Admission to the New York State Bar; and One year of service in the Senior Counsel title; **or** Three years relevant legal experience, including up to 18 months pre-admission experience.

DISTINGUISHING FEATURES OF WORK: Associate Counsel research, prepare and analyze complex legal questions and issues concerning proposed administrative rules, legislation, and litigation. They advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties. Associate Counsel also assist the Assistant Deputy Counsel in specialized areas of the law which relate to the development and implementation of court policies and the administration of the unified court system.

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

BASE SALARY: \$114,413 (leading to maximum salary of \$148,272)*
**Candidates from other branches of NYS government may be appointed at a salary above base salary pursuant to the New York State Office of the State Comptroller Salary Manual for the Unified Court System.*

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: Assistant Deputy Counsel specialize 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. They are responsible for assisting less experienced attorneys in Counsel's Office under the general direction of Deputy Counsel and Counsel to the Office of Court Administration. Assistant Deputy Counsel analyze 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.

LOCATION: OFFICE OF COURT ADMINISTRATION - COUNSEL'S OFFICE
ALBANY, NY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

GENERAL INFORMATION: The above statements are intended to describe the general nature and level of work 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) and a cover letter and resume by email to mblouste@nycourts.gov or by mail to:

MARC BLOUSTEIN
FIRST DEPUTY COUNSEL
OFFICE OF COURT ADMINISTRATION
4 EMPIRE STATE PLAZA, STE 2001
ALBANY, NY 12223

[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.

POSTING DATE: May 9, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 10, 2022

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.
