



UCS-23

EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST

ANNOUNCEMENT NO. 1261

THE OFFICE OF COURT ADMINISTRATION - INSPECTOR GENERAL'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 in the OCA's Inspector General's Office and will provide legal research and support to the Office of the Inspector General and its units for Bias Matters and Fiduciary Appointments. Attorneys work under the supervision of the Inspector General and are responsible for conducting investigations to determine misconduct among employees of the Unified Court System. This position will also examine allegations of bias based upon race, sex, sexual orientation, age, marital status, disability, national origin or religion that affect the workplace or the terms and conditions of employment of UCS personnel, or allegations of unsatisfactory performance, or conduct incompatible with appointment as a fiduciary. Duties include, but are not limited to: conducting investigations; interviewing witnesses; preparing confidential reports; reviewing documents; reviewing claim forms; drafting correspondence in response to complaints; researching and preparing legal documents; and participating in hearings and projects.

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

BASE SALARY: \$97,522 + LOCATION PAY \$4,300

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.

POSITION TITLE: SENIOR COUNSEL **JG: 26**

BASE SALARY: \$87,520 + LOCATION PAY \$4,300

QUALIFICATIONS: Admission to the New York State Bar; and two (2) years of service in the Senior Assistant Counsel title; **or** Two (2) years of relevant legal experience, including up to 18 months of pre-admission experience.

POSITION TITLE: SENIOR ASSISTANT COUNSEL **JG: 23**

BASE SALARY: \$74,478 + LOCATION PAY \$4,300

QUALIFICATIONS: Admission to the New York State Bar.

LOCATION: OFFICE OF COURT ADMINISTRATION - INSPECTOR GENERAL'S OFFICE
NEW YORK, 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 resume by email to igjobapply@nycourts.gov or by mail to:

SHERRILL SPATZ, ESQ.
INSPECTOR GENERAL
OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET
NEW YORK, NY 10004

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 25, 2022

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: June 22, 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.
