



UCS-23

EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**

ANNOUNCEMENT NO. 1268\_Extended

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

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**ASSIGNMENT:** The Plain Language Coordinator for the NYS Unified Court System will be responsible for the statewide development and implementation of plain language forms, reference materials and web content. Duties include, but are not limited to: assisting with developing and implementing plain language initiatives; advocating for plain language changes including acting as a liaison with courts, advisory committees including the Plain Language Forms Committee, OCA Divisions, and outside entities regarding plain language usage in document and web content development; writing how-to guides, creating court forms, and rewriting existing forms; developing and implementing a train-the-trainer program and creating unique training for website content developers and graphic designers; creating and publishing Plain Language Style Guides; recruiting and maintaining volunteer experts to assist with plain language review and revisions; communicating with Counsel's Office on legal questions raised; designing, overseeing and analyzing user testing and implementing any necessary form revisions; and creating and maintaining an intranet site for plain language materials and resources.

Candidates are required to have expertise in plain language, a proven track record in project management leading new initiatives, and proficiency with document creation and editing software including but not limited to Microsoft Office, FoxIt and Adobe. Preference will be given to candidates with experience working on legal forms and documents. Some travel within NYS is required.

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**POSITION TITLE:** MANAGEMENT ANALYST **JG: 25**

**BASE SALARY:** \$83,034

**QUALIFICATIONS:** One year in the Principal Court Analyst title; or Master's degree in Public or Business Administration from an accredited college or university and three (3) years of relevant experience; or An equivalent combination of education and experience.

**DISTINGUISHING FEATURES OF WORK:** Management Analysts are responsible to the Director of the Office of Court Administration's (OCA's) Management and Planning Office, or to other court administrators and administrative judges, for supervising a number of on-going projects involving confidential research, analysis, planning, and policy formulation related to court administration and management. Management Analysts also participate in complex projects under the direction of Senior and Principal Management Analysts, work with substantial independence from supervision on individual research projects, and perform other related duties.

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

**BASE SALARY:** \$87,520

**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.

**DISTINGUISHING FEATURES OF WORK:** Senior Counsel research and analyze complex legal questions and issues related to the development and implementation of court policies and the administration of the Unified Court System. With substantial independence from supervision, Senior Counsel draft proposed rules and legislation, litigate cases, advise judges and non-judicial personnel on the implications of procedures and programs, and perform other related duties.

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

**BASE SALARY:** \$97,522

**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.

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**LOCATION:** OCA - DIVISION OF PROFESSIONAL AND COURT SERVICES  
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](http://www.nycourts.gov/careers/UCS5.pdf)) and a resume and cover letter by email to [TrialCourtSupport@nycourts.gov](mailto:TrialCourtSupport@nycourts.gov) or by mail:

William Perritt  
NYS Unified Court System  
OCA Division of Professional and Court Services  
Office of Trial Court Support  
187 Wolf Road - Suite 302  
Albany, NY 12205

**[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:** July 8, 2022

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** September 2, 2022

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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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