



EMPLOYMENT  
OPPORTUNITY  
ANNOUNCEMENT  
STATE OF NEW YORK  
UNIFIED COURT SYSTEM

**PLEASE POST**  
ANNOUNCEMENT NO. 1619

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<b>POSITION TITLE:</b>	ASSOCIATE COUNSEL	<b>JG:</b> 28
<b>LOCATION:</b>	OFFICE FOR JUSTICE INITIATIVES ANY STATEWIDE REGIONAL OFFICE (NYC, Albany, Long Island, Westchester, Buffalo, Rochester, Binghamton, Syracuse)	
<b>BASE SALARY:</b>	\$110,853 + \$4,920 LOCATION PAY (NYC, Long Island & Westchester only)	
<b>CLASSIFICATION:</b>	NON-COMPETITIVE/CONFIDENTIAL	
<b>QUALIFICATIONS:</b>	Admission to the New York State Bar; and One year of service in the Senior Counsel title; <b>or</b> 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.

**ASSIGNMENT:** Under the direction of the Hon. Edwina G. Richardson, Deputy Chief Administrative Judge for Justice Initiatives, the Associate Counsel hired for this position will be primarily responsible for supporting the UCS' child fatality advisory team and for working with the Office for Justice Initiatives staff on ongoing child welfare and family justice initiatives, including the administration of the UCS' Child Welfare Court Improvement Project. Both tasks will require travel across New York State.

The chosen candidate will be expected to:

- Facilitate the review of court records, where a parent, guardian, guardian substitute or relative known to the court system causes or contributes to the suspicious death of a child.
- Participate in Child Fatality Reviews
- Coordinate continuing legal education (CLE) offerings and compile the requisite documentation to achieve CLE accreditation and validate CLE credits.
- Prepare reports for the UCS leadership which summarizes each fatality and the court's involvement therewith and identifies recommended policy changes and prevention initiatives.
- Provide recommendations for improving court procedures, promoting best practices, and educating judges and court staff.
- Provide technical assistance to the child welfare court improvement project and family court judges and court staff.
- Research and analyze new case law as it develops in the area of child welfare and family justice.
- Act as a subject matter expert and develop/present legal training about black letter law of child welfare/family justice matters.

**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 a cover letter and resume by email to [nmabins@nycourts.gov](mailto:nmabins@nycourts.gov) or by mail to:

Dr. Najah N. Mabins, Director  
Child Welfare & Family Justice Division  
Office for Justice Initiatives  
One Niagara Plaza  
Buffalo, NY 14202

**APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM**

**POSTING DATE:** February 3, 2026

**APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY:** March 3, 2026

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