



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 1642

POSITION TITLE: ASSISTANT DEPUTY COUNSEL (LITIGATION) **JG: 31**

LOCATION: OFFICE OF COURT ADMINISTRATION
NEW YORK, NY

BASE SALARY: \$130,061* + \$4,920 LOCATION PAY

**Note: Pursuant to the New York State Office of the State Comptroller Salary Manual for the Unified Court System, candidates from other branches of NYS government may be appointed at a salary above the \$130,061 base salary, based on their current or former grade and length of prior NYS service if their current or former grade exceeds the starting salary for JG-31. Please note that this exception applies only to current and former New York State employees (i.e., not to those employed by New York City, any other local subdivision of the state, or the federal government).*

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and five (5) years of legal experience. Candidates with substantial litigation experience (including court and administrative proceedings) are encouraged to apply.

ASSIGNMENT: This position is situated in the Office of Court Administration (OCA) Counsel's Office. Duties include, but are not limited to: (1) assisting with all trial and appellate litigation conducted by Counsel's Office, including litigation in federal and state court and before federal and state agencies involving Unified Court System (UCS) policies, practices and personnel; (2) handling employee disciplinary matters; (3) hands-on litigation work including court and other hearing appearances; (4) analyzing complex legal issues and questions presented by proposed administrative rules and legislation; (5) handling responses to subpoenas, freedom of information requests, and related matters; (6) serving as a liaison with the NYS Office of the Attorney General in litigation matters; and (7) undertaking other work as assigned. Candidates should have substantial experience handling and overseeing litigation, strong written and oral skills, and excellent interpersonal skills.

DISTINGUISHING FEATURES OF WORK: Generally, 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 UCS. They are responsible for assisting less experienced attorneys in Counsel's Office under the general direction of OCA Counsel and Deputy Counsel. 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. As noted, the opening being filled is a litigation focused position.

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 UCS. 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 should submit a cover letter, resume, completed 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) writing sample, and a list of at least three professional reference by email to counseloffice-emp@nycourts.gov or by mail to:

MICHAEL BYARS
DEPUTY COUNSEL FOR LITIGATION
OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET, 10th FLOOR
NEW YORK, NY 10004

[APPLICANTS ARE ENCOURAGED TO COMPLETE THE EQUAL EMPLOYMENT OPPORTUNITY DATA COLLECTION FORM](#)

POSTING DATE: April 14, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: May 12, 2026

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.
