



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 15161

POSITION TITLE: ASSISTANT DEPUTY COUNSEL (REGIONAL ADR COORDINATOR) **JG: 31**

LOCATION: OFFICE OF COURT ADMINISTRATION - DIVISION OF ALTERNATIVE DISPUTE RESOLUTION
BUFFALO, BINGHAMTON, ROCHESTER, SYRACUSE, OR ALBANY.

BASE SALARY: \$130,061

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

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 also responsible for assisting less experienced attorneys. 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.

ASSIGNMENT: The Assistant Deputy Counsel will be assigned to the statewide Division of ADR in the Programs and Development Unit and will be responsible for monitoring and providing technical support to the ADR Coordinators in several Judicial Districts (e.g., western New York, the southern tier, central New York), and the Court of Claims. Duties include: consult regularly with other Regional ADR Coordinators to coordinate and compare programs, assess staff and resources, and identify and resolve issues relevant to the ADR initiative; create, review, and edit documents relevant to ADR Programs, as well as draft rules, procedures and guidelines; compile, analyze, and report on data regarding ADR in the courts; meet regularly with various stakeholders including but not limited to: nonjudicial and judicial staff, Community Dispute Resolution Center directors and staff, Law School Mediation Clinics, roster and other private mediators, bar association officers and staff, ADR professionals from other states and jurisdictions; assist the Statewide ADR Coordinator in determining training needs, prepare and present at ADR trainings, on panels, and CLE programs, attend Chief Judge's ADR Advisory Committee meetings, provide technical assistance to judges and court staff in creating or updating ADR programs specific to their courts, serve as a point person for questions from court staff or the public on ADR in the NYS courts, work with Division of Technology and Court Research to create a more efficient data collection system for ADR statistics, and assist in interviewing/hiring ADR staff. **The position involves regular travel throughout the region and occasional travel across the state.**

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) and a cover letter and resume by email to adrdivisionpostings@nycourts.gov or mail to:

Lisa Courtney
Director, Division of ADR
25 Beaver Street Room 845
New York, NY 10004

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

POSTING DATE: December 5, 2025

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: January 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.
