



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 51611

POSITION TITLE: DIRECTOR, MENTAL HYGIENE LEGAL SERVICE **JG:** NS

LOCATION: MENTAL HYGIENE LEGAL SERVICE, FIRST JUDICIAL DEPARTMENT

BASE SALARY: \$189,000 - \$195,000 + \$4,920 LOCATION PAY

CLASSIFICATION: EXEMPT/CONFIDENTIAL

QUALIFICATIONS: Admission to the New York State Bar and seven (7) years of social casework, legal, or administrative experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: A Director, Mental Hygiene Legal Service develops policies and oversees all activities of the Service, which provides legal representation to patients who are under the jurisdiction of the State Department of Mental Hygiene. The Director supervises a large staff of lawyers, social workers, and support personnel located in the central and branch offices of the Judicial Department, and performs other related duties.

ASSIGNMENT: The Mental Hygiene Legal Service ("MHLS") provides legal representation and advocacy to individuals with mental and developmental disabilities, and those alleged to be in need of mental health services, in a broad array of statutorily determined legal matters including civil and criminal commitment, treatment over objection, guardianship, sex offender civil management, assisted outpatient treatment, and related appeals.

The Director of MHLS is responsible for establishing the policies of the agency, including the nature and extent of the services provided; the determination of work priorities and allocation of staff resources among ten field offices located throughout the two counties of the First Judicial Department; representing MHLS at Legislative hearings and meetings with state agencies, public interest groups and other stakeholder organizations; researching and analyzing complex legal issues and proposed legislation affecting people with mental disabilities; and recruiting, hiring, training and overseeing MHLS's professional staff. The MHLS Director is responsible for formulating the agency's annual budget request for inclusion in the Unified Court System budget; and addressing issues associated with human resources, fiscal, operational, facilities and automation needs. Extensive working knowledge of the New York State Mental Hygiene Law and related statutes and regulations; superior interpersonal, written and oral communication skills; and the ability to handle highly sensitive matters in a confidential manner are required.

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 ad1humanresources@nycourts.gov or mail to :

Kerry Bookstaver
Appellate Division, First Judicial Department
27 Madison Avenue
New York, NY 10010

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

POSTING DATE: June 3, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: July 1, 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.
