



EMPLOYMENT
OPPORTUNITY
ANNOUNCEMENT
STATE OF NEW YORK
UNIFIED COURT SYSTEM

PLEASE POST
ANNOUNCEMENT NO. 52645

POSITION TITLE: LEGAL ASSISTANT **JG: 14**

LOCATION: MENTAL HYGIENE LEGAL SERVICE
GARDEN CITY, NASSAU COUNTY

BASE SALARY: \$51,923 + \$4,920 LOCATION PAY

CLASSIFICATION: NON-COMPETITIVE/CONFIDENTIAL

QUALIFICATIONS: High School diploma or the equivalent and two (2) years of general or legal secretarial experience; **or** An equivalent combination of education and experience.

DISTINGUISHING FEATURES OF WORK: Legal Assistants provide confidential secretarial and administrative support and perform related duties for attorneys and non-judicial administrators assigned to the Mental Hygiene Legal Service and the Grievance Committees. Working under direct supervision, they perform technical clerical and legal-support tasks involving case preparation, document review, scheduling, and other responsibilities essential to the efficient operation of these offices.

ASSIGNMENT: This position will provide legal secretarial services; perform data entry; prepare expense reports; mail documents; manage office supplies and equipment; monitor court calendars to prevent missed deadlines; compose correspondence for signature; maintain office files and personnel records; screen visitors, telephone calls, mail and other confidential materials; confer with judges, administrative and court personnel at attorney's request; proofread typed material; sort, log, distribute and circulate mail and other materials; prepare legal documents for signature; provide information to clients as instructed by attorneys; file legal documents in hard copy and/or electronically; input tables of contents and tables of authorities for attorney briefs; ensure electronic filings comply with appellate and trial court technical requirements, including complex PDF bookmarking, hyperlinking, and formatting standards; arrange meetings for attorneys in the office, virtually and at outside facilities, jails or prisons; serve legal documents; and take notes at meetings. Candidates must be proficient in Microsoft Outlook, Excel, and Word. Punctuality and strong interpersonal and organizational skills are required, as well as the ability to handle confidential 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) and a resume and cover letter by email to MHLS2-HR@nycourts.gov or by mail to:

Eben Hill, Director
Mental Hygiene Legal Service
600 Old Country Road, Suite 224
Garden City, NY 11530

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

POSTING DATE: July 7, 2026

APPLICATIONS MUST BE POSTMARKED OR RECEIVED BY: August 4, 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.
