

County of Nassau is seeking a candidate for a full-time Assisted Outpatient Treatment (“AOT”) Law Clerk

Candidates must have:

- Familiarity with New York State Mental Hygiene Law, with special emphasis on “Kendra’s Law” and the state statutes upon which it is premised (including, but not limited to, New York State Mental Hygiene Law (“NYS MHL”) Sect. 9.60).
- Working knowledge of the legal criteria required to be stated in an AOT petition (namely: by whom it may be initiated; what the petition must contain as a matter of law; and what must accompany that petition in accordance with rules and regulations promulgated by NYS MHL Sect. 9.60).
- Knowledge of the filing process for AOT petitions with the Supreme Court of the State of New York.
- Familiarity with the service requirements for AOT petitions, and the ability to comply with time sensitive dictates needed to effectuate proper service.

Job duties will include but not be limited to:

- Preparing AOT legal documents, including but not limited to petitions, continuance petitions, modification petitions, orders, judgments, and subpoenas, on a weekly basis in concert with the Office of Behavioral Health and Chemical Dependency (such work is detail oriented and necessitates a thorough understanding of legal document structure and organization within Microsoft Word).
- Interaction with medical professionals in the evaluation process for prospective Assisted Outpatients.
- Interaction with the Nassau County Sheriff and other agencies in order to obtain jurisdiction under the requirements of New York State Mental Hygiene Law.
- Assistance in the actual hearing process wherein AOT petitions are adjudicated in the Supreme Court of the State of New York.
- Legal research, including, but not limited to, researching and writing briefs on legal questions that may arise during the AOT process.

Minimum Qualifications:

- A Bachelor’s degree or advanced relevant degree (preferable).
- 1.5 – 2 years’ experience in a law office setting or legal department.
- Demonstrated legal writing ability (submission of legal writing sample recommended).

This position is a personal services contract with Nassau County and not a direct employee

For consideration, please send resume, cover letter and salary requirements to
NCDMH-MRDD@hhsnassaucountyny.us

with AOT Law Clerk on subject line.

EOE/MFDV

PERSONNEL CHOSEN FOR MERIT AND FITNESS WITHOUT REGARD TO RACE, RELIGION, SEX, AGE, NATIONAL ORIGIN, DISABILITY, MARITAL STATUS OR ANY OTHER NON-MERIT FACTOR.

EOE/M/F/D/V

Nassau County is an Equal Opportunity Employer