

ADMINISTRATOR of ASSIGNED COUNSEL PLAN

The Appellate Division, 2nd Judicial Department seeks an attorney to serve as the Administrator of the Assigned Counsel Plan for the 2nd & 11th Judicial Districts. The successful candidate will function as the administrative authority for the trial and appellate panel attorneys assigned by the courts in Kings, Queens, and Richmond Counties to represent indigent defendants in criminal proceedings. Admission to the NYS Bar with a minimum of 5 years of criminal justice system experience is required. The Administrator is appointed by the Presiding Justice and is an employee of the City of New York. She/he must be a New York City resident or become one within 90 days of appointment. The job responsibilities include implementing and coordinating the process for appointing and reappointing attorneys to the trial and appellate panels; reviewing performance evaluations; investigating complaints; assigning attorneys to insure court coverage; coordinating and sponsoring CLE seminars and training; and providing oversight of investigative and expert service providers. Salary 90K & benefits. Please send cover letter & resume by 11/15/06 to Matthew Kiernan, Esq., Director of Professional Services, 45 Monroe Place, Brooklyn, NY 11201 or mkiernan@courts.state.ny.us. Equal Opportunity Employer.