

## Statewide Opportunities for Attorneys

New York State Justice Center for the Protection of People with Special Needs

Issued August 8, 2016

The New York State Justice Center for the Protection of People with Special Needs (Justice Center) is seeking to contract with qualified attorneys to represent the Justice Center at administrative hearings on an as needed basis in Buffalo, Rochester, Binghamton, Syracuse, Utica, Schenectady, Poughkeepsie, Spring Valley, New York City (Bronx, Manhattan, and Brooklyn) and Long Island (Plainview).

### **Qualifications:**

Admission to the New York State Bar and a member in good standing with five (5) years of post-admission legal experience, including two (2) years of post-admission trial and/or hearing experience either before courts of record or in adversarial proceedings of a quasi-judicial nature.

Good writing, research advocacy, and communication skills are essential.

Experience with witness presentation by live video a plus.

Candidates must be willing to learn and use Justice Center technology.

Available to travel to hearings.

### **Duties:**

File review, witness preparation, document/evidence preparation, and pre-hearing conference.

Represent Justice Center at hearing (present case, cross-examine witnesses, opening/closing arguments)

If you are interested in this opportunity, please provide the following:

Please forward your resume, brief writing sample (not to exceed 5 pages) and two references to the Director of Financial Administration at [jc.sm.contracts@justicecenter.ny.gov](mailto:jc.sm.contracts@justicecenter.ny.gov)

Candidates must be willing to sign a contract document that outlines all required services, payment provisions, and standard terms and conditions. The below pay scale will be utilized:

Pre-hearing preparation (includes all above duties) – max. 7.5 hours @\$35/hr.

Hearing (less than 4 hours) - \$300

Hearing (more than 5 hours) - \$500

Two hearings same day - \$550