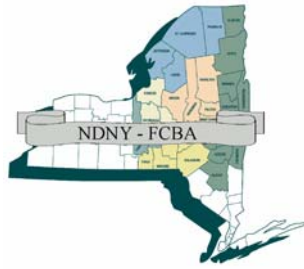


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NDNY FEDERAL COURT BAR ASSOCIATION, INC.

[www.ndnyfcba.org](http://www.ndnyfcba.org)  
P. O. Box 7067  
Syracuse, NY 13261

Immediate Past President  
William J. Dreyer, Esq.

**NDNY-FCBA**

**Pro Se Program Coordinator & Administrative Assistant – Part-Time Position Based in Syracuse**

**July 2008**

**Duties:**

Performs necessary duties for:

1. the coordination of a panel of attorneys who assist Pro Se litigants in the preparation of papers in support of or in defense of actions filed or to be filed in the Northern District of New York; and
2. the coordination of activities, including CLE programs sponsored by the NDNY-FCBA.

**Reports To:**

President, Northern District of New York Federal Court Bar Association, or the President's designee.

**Minimum Qualifications (ONE of the Following Three):**

- A baccalaureate degree, combined with a minimum of three years of law-related experience under the supervision of a qualified attorney;
- A certificate of completion or a degree from an approved paralegal program or post-secondary institution, combined with a minimum of five years of law-related experience under the supervision of a qualified attorney; or
- A minimum of seven (7) years practical experience as a paralegal and/or legal secretary under the supervision of a qualified attorney.

**Job Qualifications:**

- Some knowledge of briefs and arguments in cases before Federal Courts
- Ability to write and speak effectively
- Ability to use judgment, tact and discretion
- Ability to maintain records, prepare reports Minutes and correspondence related to the work

**Note:** Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

**Specific Duties:**

- Maintenance and oversight of the Pro Se program to include:
  - Scheduling of appointments between Pro Se litigants and counsel retained by the FCBA for this purpose
  - Maintenance of accounting records in accordance with standard accounting practices for all funds associated with Court activities and the Pro Bono NDNY-FCBA program
  - Preparation of quarterly reports to the NDNY-FCBA Board and the NYND Pro Bono Fund Committee
  - Assist NDNY-FCBA with the establishment of a panel of attorneys in Albany, Binghamton, Syracuse, Utica and other areas throughout the District who will be available to assist Pro Se litigants
  - Communicate with Pro Se litigants concerning the availability of the Pro Se Assistance Program
  - Be available for direct communication with Pro Se litigants
  - Coordinate management and document as required activities associated with the operations of NDNY-FCBA to include:
    - Membership and Membership renewal
    - Communications with members including management of the Association's website
    - Organize and direct Continuing Legal Education programs throughout the District
    - Organize and coordinate Attorney Admission programs throughout the District

**Salary:** Starting at \$45,000

**Forward Resume by August 1, 2008 to:** P.O. Box 7067, Syracuse, NY 13261  
or

**By email to:** Donald D. Oliver at [ddoliver@bklawyers.com](mailto:ddoliver@bklawyers.com)  
and/or Doreen A. Simmons at [dsimmons@hancocklaw.com](mailto:dsimmons@hancocklaw.com)