

## Mary E. Porter, Esq.

### Professional Experience

**New York State Unified Court System** **2016 to Present**

**Court Attorney Referee**

**Office of the District Administrative Judge (last position)**

Research and analyze complex legal issues. Draft decisions in civil matters before the Supreme Court. Assist in the development and implementation of court programs and initiatives, including but not limited to, residential foreclosures backlog reduction, charitable bail program, new drug treatment court initiative and Access to Justice program. Serve as the public information officer for the Suffolk County courts, general counsel to the Suffolk's town and village courts and oversee courts internship program.

**County of Suffolk**

**Fall/Winter 2015**

**Executive Director of the Human Rights Commission (last position)**

Managed a staff of investigators and clerical staff in the investigation of human rights law violations in housing, employment and public accommodation in Suffolk County.

**Assistant County Attorney**

**2013 to 2015**

**Specializing in New Criminal and Social Justice Programs**

Coordinated and implemented criminal justice programs such as sex offender placement, address verification, and juvenile diversion. Wrote service and licensing contracts for Police, Fire Rescue and Emergency Safety, and Sheriff's Departments. Developed and advised County regarding Countywide antidiscrimination and programs for peoples with disabilities.

**Town of Brookhaven**

**2009 to 2013**

**Assistant Town Attorney (last position)**

Saved Town and taxpayers over \$500,000 in award of waste disposal contracts. Negotiated additional \$600,000 in revenue for recyclables processing. Drafted Inter-municipal Agreements, contracts and town board resolutions, covering active landfill and recyclables recovery facility, air regulations, solid waste disposal, animal shelter and property liens. Negotiated installment payments agreements with contract vendors.

**New York University Robert F. Wagner Graduate School of Public Service** **2004 to 2008**

**Assistant Dean Enrollment and Student (last position) and Adjunct Professor**

Oversaw all aspects of admissions and student services; including all marketing, application development and review, admissions processing, academic advisement, scholarship and new programming. Managed admissions and student services staff. Developed and taught graduate level courses.

**New York City Office of Chief Medical Examiner**

**Acting General Counsel /Full Time Consultant**

**2003 to 2004**

Managed and administered all aspects of legal division, including supervised legal staff and streamlined office processes to provide more efficient service. Advised the agency on criminal justice policy and laws regarding court orders, records confidentiality, autopsies, and use of DNA. Oversaw employee discrimination, health regulations, and Freedom of Information Law issues for the agency. Negotiated software licenses issues and patent policy.

**City of New York Office of the Mayor's, Office of the Criminal Justice Coordinator,**

**General Counsel (last position)**

**1998 to 2003**

Developed policy and implemented operational solutions as required. Projects included human trafficking, DNA technology development, and weapons of mass destruction contingency plan development. Coordinated and oversaw \$3 billion in new construction of public safety facilities throughout the City of New York that included a state-of-the-art DNA laboratory facility and New York State's largest courthouse. Supervised legislative counsel and directed legislative policy and contract negotiation.

### **New York County District Attorney's Office**

#### **Assistant District Attorney**

**1994 to 1998**

Performed all phases of criminal litigation, including, complaint, search warrant and indictment drafting, grand jury presentation, felony and misdemeanor bench and jury trials, motion practice and plea negotiations. Participated in community outreach efforts by representing the District Attorney's Office in class lectures, tours, videos and moot court competitions. Selected for the Special Prosecutions Bureau and Domestic Violence Unit and directed short and long-term criminal investigations regarding various financial and computer crimes.

### **Teaching/Lecturing**

#### ***Adjunct Professor, Touro Law Center***

***Spring 2019 to Present***

Teach fourteen-week seminar portion of Externship program focusing on professional development, ethics, client interviewing and other legal skills development.

#### ***Lecturer, Dowling College, Oakdale New York***

***Fall 2015***

Taught seven-week intensive criminal justice policy and program implementation course to graduate students.

#### ***Guest Lecturer/Presenter, Long Island New York***

***Summer and Fall 2015***

Gave presentations on New York State and Suffolk County Human Rights Laws to community groups, school children and professional organizations throughout Suffolk County.

#### ***Adjunct Professor New York University Wagner School of Public Service***

***Spring 2007 to Fall 008***

Developed and taught graduate level courses in professional development and social justice theory.

### **Education**

#### ***Temple University School of Law, Philadelphia, PA***

Juris Doctor, May 1994

Honors & Awards: Outstanding Oral Advocacy

#### ***Howard University, Washington, D.C.***

Bachelor of Business Administration-International Business and Finance, ***cum laude***, May 1989

Honors: Beta Gamma Sigma Honors Society

**Civic Positions**

***Babylon Board of Zoning Appeals, Board Member*** 2011 to 2013  
Presided zoning variance hearings and vote on zoning variance requests.

***Babylon Tax Assessment Review Board, Board Member*** 2009 to 2010  
Reviewed tax assessment grievances for residential property in the Town of Babylon.

**Bar Admissions & Associations**

***Admitted-***

- United States Supreme Court
- Appellate Division- 1<sup>st</sup> Judicial Department, New York

***Memberships and Associations-***

- New York Bar Association
- Suffolk County Bar Association
- Amistad Long Island Black Bar Association
- Suffolk County Women's Bar Association