



The
DISCIPLINARY BOARD
of the Supreme Court of Pennsylvania

Organization: The Disciplinary Board of the Supreme Court of Pennsylvania

Position: Disciplinary Counsel

Posting Date: 4/1/2021

Location: Harrisburg, PA

Starting Salary Range: \$62,010 – 83,613

Remarks: Disciplinary Board employees are not state employees and therefore not participants in the State Employees' Retirement System. Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

The Office of Disciplinary Counsel ("ODC") is the branch of the Disciplinary Board of the Supreme Court of Pennsylvania that investigates and prosecutes complaints of misconduct against Pennsylvania attorneys. This position is professional legal work in fulfillment of ODC's mission to protect the public and ensure the integrity of the bar. *While based in Harrisburg, remote work is available for many of the position's duties.*

Typical Duties:

- Lead the prompt and thorough investigation of complaints against attorneys. Promptly review new files upon assignment and take the appropriate investigative steps. Document the file with material investigative information.
- Supervise Auditor/Investigator in the investigation of such complaints. Promptly evaluate the results of an investigation and advise the Auditor/Investigator if additional investigation is required.
- Seek issuance of subpoenas.
- Either recommend discipline or recommend dismissal of disciplinary complaints.
- Lead the prompt and thorough investigation of petitions for reinstatement and direct Auditor/Investigator to conduct inquiries in specific and general investigative areas. Make a recommendation regarding ODC's position on reinstatement.
- Represent ODC at disciplinary hearings and reinstatement hearings, including the presentation of evidence and the examination and cross-examination of witnesses.
- Review hearing committee reports and Disciplinary Board reports, make recommendations whether to file briefs on exceptions, briefs opposing exceptions and petitions for review, and drafts briefs and petitions.
- Represent ODC at oral arguments before the Disciplinary Board and the Pennsylvania Supreme Court.
- Drafting pleadings (including Petitions for Discipline and Emergency Temporary Suspension) and briefs for submission to hearing committees, the Disciplinary Board and the Supreme Court.
- Handle reciprocal disciplinary and disability matters.
- Participate in CLE programs on topics of legal ethics.
- Assist in special projects as assigned by a supervisor.

Minimum Qualifications:

- Graduation from an accredited school of law and certificate of admission to the Pennsylvania Bar; AND
- Progressively responsible experience in professional legal work.
- An equivalent combination of education, training, and / or experience may be considered.

Additional Requirements:

- Knowledge of rules governing attorney conduct.
- Knowledge of state and federal laws, particularly in regard to disciplinary administration.
- Knowledge of principles, methods, materials, and practices of legal research.
- Proficiency in Microsoft Office Suite and other basic or proprietary computer applications.
- Skill in analyzing and drafting legal documents and instruments.
- Ability to express ideas effectively, both orally and in writing.
- Ability to establish and maintain effective working relationships with supervisors and fellow staff.
- Trial experience is preferred.

To Apply:

Candidates interested in applying for this position are requested to submit a written resume and cover letter in .PDF format (video or audio resumes will not be accepted) noting position title to:

DB.jobopenings@pacourts.us

(OR)

Disciplinary Board – Executive Offices
PO Box 62625
Harrisburg, Pennsylvania 17106-2625



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Unified Judicial System Hiring Policy

The Unified Judicial System of Pennsylvania recruits, employs, and promotes the most qualified applicants without regard to their political affiliation, race, color, age, national origin, sex, sexual orientation, gender identity or expression, religion, disability, or other non-merit facts or considerations. Reasonable accommodations will be provided to applicants with disabilities as may be necessary to ensure that all applicants are given a fair and equal opportunity to compete for all employment positions. Applicants who need accommodation for an interview should request so in advance. UJS hiring and employment policies and procedures are intended to conform to all applicable state and federal laws governing fair and nondiscriminatory hiring and employment practices and are subject to change as necessary to remain in compliance with such laws.