

ANNOUNCEMENT OF POSITION VACANCY
Judicial Conduct Board
Commonwealth of Pennsylvania
Chief Counsel

The Pennsylvania Judicial Conduct Board is accepting applications for the position of Chief Counsel, based in its Harrisburg office. Chief Counsel provides legal advice to the Board and serves as counsel in proceedings before the Court of Judicial Discipline, the Supreme Court, and other courts, as needed, to represent the interests of the Board. Chief Counsel is responsible for the management and supervision of the day-to-day operation of the Board's staff. Chief Counsel advises the Board regarding the hiring of staff and has the primary responsibility to prepare and implement the Board's budget. Chief Counsel reports directly to the Board. The compensation for this position is in the discretion of the Board within the \$130,359 - \$168,686 salary range.

MINIMUM REQUIREMENTS

The successful applicant must be a graduate of an accredited law school, be admitted to the Bar of the Supreme Court of Pennsylvania, have no legal or judicial disciplinary history and be able to commence work on or before January 1, 2019. Additionally, the successful applicant must be able to effectively interface and communicate with all legislative, executive and judicial stakeholders in the judicial disciplinary process. A minimum of ten (10) years of progressively responsible legal work is required. Experience trying cases requiring the highest degree of professional competency to conclusion or similar substitute experience is strongly preferred.

REQUIRED KNOWLEDGE, EXPERIENCE AND ABILITIES

Among the skills and abilities required of the successful applicant are:

Ability to work independently and to administer a legal office with minimal guidance.

Ability to establish and maintain effective professional working relationships with the Board and its staff.

Ability to work with and handle confidential materials.

Ability to analyze legal issues and interpret laws, rules, and regulations, particularly those dealing with judicial discipline.

Ability to prepare clear and concise reports and legal materials for the Board and the courts.

Ability to engage in effective oral and written communication with the Board and Board staff.

Ability to prepare and organize agendas for regular Board meetings.

Experience with the Pennsylvania government budget preparation and approval process and the ability to advise the Board regarding same.

Ability to evaluate and assign complaints regarding judicial misconduct.

Ability to supervise, train, and provide guidance to attorneys, investigators and administrative staff of diverse experience and to evaluate their performance.

Ability to travel.

Ability to teach, speak, and lecture on the law of judicial discipline in Pennsylvania.

The Board offers an excellent benefits package and a collegial work environment.

To apply, send résumé with letter of interest, writing sample, three professional references, and salary history and salary requirement to be received no later than Friday, September 28, 2018, to Paula R. Caruso, Administrative Coordinator, Judicial Conduct Board, P.O. Box 62525, Harrisburg, PA 17106. Email and facsimile submissions will not be accepted.

The Judicial Conduct Board is an Equal Opportunity Employer.