

Position:	Assistant Counsel - JCB	Starting Salary Range:	\$63,095 - \$70,000
Position ID #:		Location:	Harrisburg
Organization:	Judicial Conduct Board	Category:	Professional
Posting Date:	September 2, 2021	Closing Date:	September 19, 2021

Remarks: Starting salary will vary depending upon the qualifications and employment history of the selected candidate.

Description:

Assistant Counsel serves the Judicial Conduct Board in a confidential capacity, reviews assigned complaints, supervises investigations, presents findings and recommendations to the Board, complies with Board directives concerning action to be taken on complaints, and litigates on behalf of the Board before the Court of Judicial Discipline, the Commonwealth Court, and the Supreme Court of Pennsylvania. Assistant Counsel also serves as support to Chief Counsel and Deputy Chief Counsel in legal, investigative, and advocacy roles. Assistant Counsel reports to, and acts under, the supervision and direction of Chief Counsel.

Minimum Qualifications:

- Graduation from an ABA-approved school of law.
- Admission to and in good standing before the Bar of the Supreme Court of Pennsylvania.
- At least three (3) years of progressively responsible legal experience as a practicing attorney.
- Independent experience trying cases to conclusion.

Additional Requirements, Knowledge, Skills and Abilities:

- Satisfactory criminal background check required.
- Ability to work with and handle confidential materials.
- Ability to maintain confidentiality.
- Ability to work independently.
- Ability to establish and maintain good and effective professional working relationships with Chief Counsel, Deputy Chief Counsel, the Board and its members, and fellow staff members.
- Ability to litigate court cases.
- Ability to work with investigators and supervise investigations.
- Ability to travel as part of investigatory work and to attend Board meetings, court proceedings, and legal conferences.
- Demonstrated ability to conduct and direct advanced legal work of a complex nature, including legal research, analysis, and writing.
- Ability to analyze legal issues and interpret laws, rules, and regulations.
- Ability to communicate effectively, both orally and in writing, and to prepare clear and concise reports and legal materials.
- Ability to rapidly assimilate knowledge of the Code of Judicial Conduct, the Rules Governing Standards of Conduct of Magisterial District Judges, Article V of the Pennsylvania Constitution, Pennsylvania Supreme Court Orders and Rules promulgated by the Pennsylvania Supreme Court.
- Enhance competencies through appropriate CLE courses and training, including attending meetings of the Association of Judicial Disciplinary Counsel and the National College on Judicial Conduct and Ethics.

Additional Information:

- Full-time, in-office position.
- Comprehensive benefits package including retirement plan, health and life insurance, paid annual, sick and holiday leave.

How to Apply:

Candidates interested in applying for this position are requested to submit a letter of interest, resume, writing sample, and salary history to: Toni Schreffler, Administrative Coordinator, Judicial Conduct Board, P.O. Box 62525, Harrisburg, Pennsylvania 17106-2525 or by email to: ContactUs@jcbpa.org.

Judicial Conduct Board Hiring Policy

The Judicial Conduct Board 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.