



The compensation for this position is at the discretion of the Board within a salary range of \$85,000 - \$90,000

Description

The Pennsylvania Judicial Conduct Board is accepting applications for the full-time position of Assistant Counsel, based in its Harrisburg office with the opportunity to work remotely two days per week. Assistant Counsel reports to, and acts under, the supervision and direction of the Chief Counsel.

Typical Duties

- ✓ Reviews assigned complaints, supervises investigations, and 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
- ✓ Serves as support to Chief Counsel in legal, investigative, and advocacy roles

Minimum Qualifications

- ✓ Graduation from an ABA-approved school of law
- ✓ Admission to and a member in good standing of the Bar of the Supreme Court of Pennsylvania
- ✓ A minimum of 3 years of progressively responsible legal experience as a practicing attorney
- ✓ Independent experience trying cases to conclusion

Additional Qualifications/Preferences

- ✓ Ability to work with and handle confidential materials
- ✓ Ability to establish and maintain effective professional working relationships with Chief Counsel, Board staff and the Board
- ✓ Ability to work with investigators and supervise investigations
- ✓ Ability to conduct and direct advanced legal work of a complex nature, including legal research, analysis, and writing
- ✓ Ability to work independently and exercise sound judgment and discretion, particularly with confidential matters
- ✓ Ability to analyze legal issues and interpret laws, rules, and regulations, particularly those dealing with judicial discipline
- ✓ 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, and Pennsylvania Supreme Court Orders
- ✓ Ability to travel as part of investigatory work and to attend Board meetings, court proceedings, and legal conferences
- ✓ Ability to communicate effectively, both orally and in writing, and to prepare clear and concise reports and legal materials
- ✓ Satisfactory criminal background check is required

How to Apply

Submit a resume with a letter of interest, writing sample, and salary history by **April 30th** to:

Judicial Conduct Board

ATTN: Susan Tyrone

Administrative Coordinator

P.O. Box 62525

Harrisburg, PA 17106

Email:

OR

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