

OFFICE OF CHIEF DISCIPLINARY COUNSEL (OCDC) JOB ANNOUNCEMENT

Position Title: Chief Disciplinary Counsel

Definition of Work: The Chief Disciplinary Counsel supervises operations, facility and personnel of the Office of Chief Disciplinary Counsel (OCDC), in Jefferson City, Missouri. This position reports directly to the Chief Justice of the Supreme Court of Missouri and selected candidate will start on or after September 1, 2022.

Responsibilities:

- Hires and supervises a full-time staff of 7 staff counsel, 12 support staff, and 10 part-time attorneys, and other personnel as authorized by the Supreme Court.
- Investigates complaints of alleged attorney ethical misconduct; assigns complaints to the Regional Disciplinary Committees; determines whether there is probable cause in cases investigated by OCDC; issues admonitions; approves all Information, as to form, and designates the counsel for Informant; authorizes recommendations and disciplinary stipulations in all cases in which an Information is filed; initiates disciplinary proceedings when an attorney has been found guilty of a criminal offense or has been disciplined in another jurisdiction; investigates and files a report and recommendations on attorney reinstatements or surrenders. The CDC receives and investigates complaints regarding the unauthorized practice of law, taking appropriate action when necessary.
- Prepares the budget for the OCDC, the Office of Legal Ethics Counsel, the Advisory Committee and the Regional Disciplinary Committees.
- Manages the Advisory Committee Fund; prepares an annual report and other statistical reports for the Court.

Experience and Education Requirements:

This position requires good communication skills, the ability to respond to consumer complaints, independent judgment, strategic planning, budgeting, case management, personnel management, supervisory experience, record keeping, and knowledge of Rules of Professional Conduct for attorneys in the State of Missouri and Supreme Court Rule 5.

Law degree, current license to practice in Missouri or ability to obtain one within six months of appointment. Experience in attorney discipline cases, litigation and appellate practice, and extensive case management experience preferred. *Starting salary up to \$141,737 depending on qualifications and experience.*

Application: Qualified candidates shall submit resumes and at least three professional references via email to CounselOCDC@courts.mo.gov. Interested parties may refer to the judiciary website <http://www.courts.mo.gov> and click on "Careers in the footer for additional details.

Applications accepted until position is filled. Preference given to applications received on or before July 1, 2022.

Supreme Court of Missouri is an Equal Opportunity Employer