

VERMONT JUDICIAL BRANCH

DISCIPLINARY COUNSEL

Court: Professional Responsibility Board

Supervisor: Court Administrator

Job Code: 97040J

Exempt/Non-exempt: Exempt

Pay Grade: 97

Union Eligible: N

PURPOSE:

Works closely with the General Counsel for the Professional Responsibility Board and is responsible for all litigation involving lawyer discipline and disability. Carries out duties as set forth in Administrative Order 9 Rule 3.

ESSENTIAL JOB FUNCTIONS:

- * Screens and investigates all information coming to the attention of the Board relating to misconduct or disability of lawyers.
- * Prosecutes disciplinary and reinstatement proceedings before hearing panels, the Professional Responsibility Board and the Supreme Court.
- * Dismisses complaints with the approval of the Board chair.
- * Refers complaints to the Board Chair for non-disciplinary resolutions.
- * Other duties as assigned to include any future change to Administrative Order 9.

OTHER DUTIES AND RESPONSIBILITIES:

- * Performs related duties as required.

This job description provides the general nature and level of work performed by employees of this classification. It is not intended to be an exhaustive list of all the responsibilities, duties and skills required of this classification.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

(Required to perform the essential functions of the job.)

The applicant for this position must be licensed to practice law in Vermont and must have substantial experience in complex litigation as well as an ability to manage a large caseload.

P:jobspec.exempt/disciplinarycounsel.prb.jobspec