

VERMONT JUDICIAL BRANCH

**BAR COUNSEL
TO PROFESSIONAL RESPONSIBILITY BOARD**

Court: Professional Responsibility Program

Supervisor: Court Administrator

Job Code: 95890J

Exempt/Non-exempt: Exempt

Pay Grade: 97

Union Eligible: N

PURPOSE:

This position operates the central intake office for all complaints regarding lawyer misconduct, administers the dispute resolution program, responds to inquiries from lawyers regarding ethics and law practice, and provides administrative and legal support to the Professional Responsibility Board.

ESSENTIAL JOB FUNCTIONS:

The essential job functions are set forth in Administrative Order 9 and include:

- Screens formal complaints coming to the attention of the Board relating to misconduct or disability of lawyers, informally resolving minor matters or referring them to assistance panels, and referring all prima facie disciplinary cases to Disciplinary Counsel;
- Responds to informal inquiries regarding possible lawyer misconduct, providing the callers with recommendations as to how to proceed and attempting to resolve minor problems whenever possible;
- Provides educational material and preventive advice to lawyers with regard to ethics and law practice;
- Presents continuing legal education (CLE) programs on substantive and procedural ethics issues to local and state bar and other professional organizations;
- Consults and co-ordinates with state and local bar associations, Attorney Licensing, the Board of Bar Examiners, Judicial Conduct Board, and other related organizations on matters concerning attorney conduct and professional responsibility;
- Administers the dispute resolution program and prepares annual training program for participants;
- Publishes the record of all public disciplinary cases and a digest of decisions;
- Provides administrative and legal support to the Board and assistance panels, such as periodically monitoring specially appointed conflict counsel, drafting procedural rules, writing portions of the annual report, and other tasks; and
- Performs such other functions as are necessary to accomplish the goals of the Program.

OTHER DUTIES AND RESPONSIBILITIES:

- Performs related duties as required.

The above statements provide 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. Actual assigned duties may differ due to the varying needs of the Judiciary.

MINIMUM QUALIFICATIONS, JOB SKILLS AND ABILITIES:

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

The incumbent for this position must be licensed to practice law in Vermont, and should have substantial familiarity with all areas of general legal practice, expertise in ethics, strong writing and analytical skills, knowledge of alternative dispute resolution techniques, and an ability to manage a large caseload.

WORK ENVIRONMENT:

Duties are performed primarily in a standard office setting, and normally occur within a regular weekday schedule, however, this person may be required to work in the evening and on weekends to meet with community organizations. Some travel may be necessary, for which private transportation must be available. Stressful interaction with upset or emotional parties may occur. Workload may frequently be heavy.

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Source: AO9 (2004)