



Position:	Executive Director/Counsel	Starting Salary Range:	\$120,858 - \$165,558
Organization:	Supreme Court of Pennsylvania Judicial Ethics Advisory Board	Category:	Officials and Administrators
		Location:	Harrisburg
		Posting Date:	1/14/22

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

Description:

This executive management position, working with the Chair of the Pennsylvania Judicial Ethics Advisory Board ("Board"), leads all operations of the Board, including both administrative operations and the preparation and delivery of advice and formal opinions to inquiring jurists.

Typical Duties:

- Manages the daily operation of the Board including drafting advisory opinions and general advice regarding proper conduct under the Pennsylvania Code of Judicial Conduct and the Rules Governing Standards of Conduct of Magisterial District Judges.
- Communicates with the Board Chair on an as-needed basis about issues requiring a decision of the Chair or the Board as a whole.
- Reports to the full Board on a regular basis about the status of all aspects of the operation of the Board.
- Manages the Board's docket of inquiries, working with the Board Chair to assign each inquiry to a panel of Board members and assuring the prompt disposition of each inquiry.
- Conducts legal research for the preparation of advisory opinions.
- Develops and delivers a course of training in judicial ethics for all Board members.
- Develops and updates regulations pertaining to Board processes.

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; AND
- Ten years of progressively responsible experience in professional legal work, with some experience in legal work of the highest degree of professional responsibility.
- An equivalent combination of education, experience, and / or training may be considered.

Additional Requirements / Preferences:

- Satisfactory criminal background check required.

How to Apply:

Candidates interested in applying for this position are requested to submit a written resume, along with a cover letter to:

Human.Resources@pacourts.us

Unified Judicial System Hiring Policy

The Unified Judicial System 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.