



Chief Counsel

The starting salary will depend upon the qualifications and employment history of the selected candidate.

Description

The Pennsylvania Judicial Conduct Board is accepting applications for the position of Chief Counsel, based in its Harrisburg office. Chief Counsel reports directly to the Board.

Typical Duties

- ✓ Provides legal advice to the Judicial Conduct Board and serves as counsel in proceedings before the Court of Judicial Discipline, the Supreme Court, and other courts, as needed, to represent the interests of the Board.
- ✓ Responsible for the management and supervision of the day-to-day operation of the Board's staff.
- ✓ Advises the Board regarding the hiring of staff.
- ✓ Responsible to prepare and implement the Board's budget.

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; AND
- ✓ A minimum of 10 years of progressively responsible legal work is required.
- ✓ Have no legal or judicial disciplinary history.
- ✓ Be able to commence work on or before January 1, 2023.

Additional Qualifications/Preferences

- ✓ Experience trying cases requiring the highest degree of professional competency to conclusion or similar substitute experience is strongly preferred.
- ✓ Ability to work independently and to administer a legal office with minimal guidance.
- ✓ Ability to establish and maintain effective professional working relationships with the Board and its staff.
- ✓ Ability to work with and handle confidential materials.
- ✓ 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.
- ✓ Experience with the Pennsylvania government budget preparation and approval process and the ability to advise the Board is preferred.
- ✓ Ability to travel.
- ✓ Ability to teach, speak, and lecture on the law of judicial discipline in Pennsylvania.

How to Apply

Submit a resume, cover letter, writing sample, three professional references, salary history and salary requirement to:

Judicial Conduct Board
ATTN: Susan Campbell,
Administrative Coordinator
P.O. Box 62525
Harrisburg, PA 17106

Email: ContactUs@jcbpa.org

About Us

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

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