



The  
**DISCIPLINARY BOARD**  
of the Supreme Court of Pennsylvania

**Organization:** The Disciplinary Board of the Supreme Court of Pennsylvania

**Position:** Disciplinary Counsel, Central Intake

**Posting Date:** 02/28/2023

**Location:** Pennsylvania

**Starting Salary Range:** \$64,988 – 87,629

**Current Maximum Salary:** \$129,938

*Remarks: Disciplinary Board employees are not state employees and therefore not participants in the State Employees' Retirement System. Starting salary will vary depending upon the qualifications and employment history of the selected candidate.*

**Description:**

The Office of Disciplinary Counsel (“ODC”) is the branch of the Disciplinary Board of the Supreme Court of Pennsylvania that investigates and prosecutes complaints of misconduct against Pennsylvania attorneys. This position is professional legal work in fulfillment of ODC’s mission to protect the public and ensure the integrity of the bar involving the performance of research and analysis, communication with complainants and respondent-attorneys, and legal writing. *While based in ODC’s Philadelphia, Trooper, Harrisburg, or Pittsburgh office, remote work is available for many of the position’s duties.*

**Typical Duties:**

- Conduct initial preliminary review of disciplinary complaints to recommend whether to dismiss the complaint or refer the matter to trial counsel.
- Correspond and communicate with complainants to seek additional information regarding their complaints.
- Review docket entries, pleadings, and other documents relevant to assigned files. May utilize the assistance of staff (e.g. auditors, paralegals, or interns).
- Communicate with, and obtain relevant documentation from, third parties regarding allegations of misconduct.
- Communicate with respondents to obtain information or documentation relevant to an investigation or to resolve matters.
- Appropriately document each file during the investigation (e.g. telephone notes, emails, or other documentation). Ensure that all file documents are stored electronically.
- Prepare dismissal letters, letters of concern or education, and other correspondence.
- Prepare memoranda seeking the approval of Counsel-in-Charge to transfer files to trial counsel.
- Review post-dismissal correspondence (including subsequent complaints) from complainants and conduct additional investigation as necessary to recommend a course of action to Counsel-in-Charge. As directed, take additional action, including drafting correspondence and recommending whether to re-open a matter.
- Perform other related duties and responsibilities as required and/or assigned.

**Minimum Qualifications:**

- Graduation from an approved school of law, PLUS progressively responsible experience in professional legal work.
- Possession of a certificate of admission to the Bar of the Supreme Court of Pennsylvania, or eligibility for such certification.

**Additional Requirements:**

- Knowledge of state and federal laws, particularly in regard to disciplinary administration.
- Knowledge of Disciplinary Board policies and procedures.
- Knowledge of principles, methods, materials, and practices of legal research.
- Knowledge of and skillful ability in Microsoft Office Suite and other basic or proprietary computer applications.
- Skill in analyzing and drafting legal documents, legal instruments, and other work product.
- Ability to express ideas effectively, appropriately, logically, and in an organized fashion, orally and in writing.
- Ability to work effectively with supervisors and fellow employees.
- Ability to work without significant supervision.
- Full vaccination against COVID-19.



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**To Apply:**

Candidates interested in applying for this position are requested to submit a written resume and cover letter in .PDF format (Word, video or audio submissions will not be accepted) noting position title to:

[DB.jobopenings@pacourts.us](mailto:DB.jobopenings@pacourts.us)

(OR)

Disciplinary Board – Executive Offices  
PO Box 62625  
Harrisburg, Pennsylvania 17106-2625

***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.