

ADB

Attorney Discipline Board
333 West Fort St., Suite 1700
Detroit, MI 48226



POSITION AVAILABLE

DEPUTY DIRECTOR & ASSOCIATE COUNSEL
MICHIGAN ATTORNEY DISCIPLINE BOARD

APPLICATIONS DUE: MAY 13, 2024

The ADB is currently seeking a qualified professional to serve, under the general direction of the Executive Director & General Counsel, as Deputy Director & Associate Counsel.

The Michigan Attorney Discipline Board (ADB or Board) is an agency created by the Supreme Court of Michigan in 1978 and operates in accordance with subchapter 9.100 of the Michigan Court Rules to adjudicate attorney discipline cases commenced by the Attorney Grievance Commission, which serves as the prosecutorial arm of the Court, as well as petitions for reinstatement by suspended or disbarred attorneys. In addition to supervising the trial-level adjudication of discipline cases, the ADB's nine members serve as an appellate tribunal to hear review proceedings arising out of the panel dispositions. The offices of the ADB are located at 333 West Fort Street, Suite 1700, Detroit, Michigan, 48226.

The Board appoints and supervises over 330 volunteer Michigan attorneys who serve as members of the hearing panels adjudicating discipline cases at the trial level. The Board, through its seven-person staff, strives to provide fair, efficient and timely discharge of its responsibilities to manage and dispose of cases at the trial and appellate level. The ADB participates in the study and advancement of the substantive law of legal ethics, attorney discipline procedure, and best practices of similar agencies throughout the country. Information about the Board is available at www.adbmich.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Legal research, analysis, and writing of various documents, including case summaries, reports, memoranda, and proposed opinions and orders for the Board or hearing panels.
- Working as part of a team to track hearings on misconduct and discipline and assist hearing panels with their adjudicative duties.
- Research, analysis, and preparation of reports for the Board regarding amendments to procedural and disciplinary rules as well as other administrative matters as directed.
- Speaking with litigants, their counsel, and members of the public regarding procedural issues affecting cases pending before hearing panels, the Board or the Michigan Supreme Court.
- Act in conjunction with or in the absence of the Executive Director as a representative or spokesperson for the Board at meetings, and in response to inquiries from the media, the public and other interested parties.
- Providing educational and training materials to hearing panels. Representing the Board by speaking at various events and conferences on Board procedures and decisions along with issues of legal ethics. Preparation of reports and other written materials for dissemination to various recipients.
- Act as a liaison member of the State Bar of Michigan Professional Ethics Committee and attend/participate in all scheduled SBM Ethics Committee meetings.
- Assisting the Attorney General in defending the Board, hearing panels, and their members and staff if sued in state or federal court for actions taken in the discharge of their duties.
- Various administrative functions as assigned, including the management of projects and staff, the assessment of equipment and technology needs, and providing activity and operational reports of the office.

QUALIFICATIONS

- Juris Doctor Degree conferred from an accredited law school.
- Between five and seven years of progressively more responsible or expansive work experience in legal practice, including service with a court or adjudicative agency, preferably involving extensive legal research and writing.

Prior work experience in legal ethics or attorney discipline preferred, along with appellate and/or adjudicative agency or tribunal experience.

- An unblemished professional disciplinary record.
- Active membership in the State Bar of Michigan.
- A valid driver's license is also required.

EXPERIENCE, SKILLS, AND ATTRIBUTES SOUGHT:

- Strong research, writing, and analytical abilities.
- Strong oral and written communication and presentation skills.
- Strong interpersonal skills and the ability to work well with others.
- Strong time management skills, including the ability to juggle multiple tasks and projects and bring them to timely completion.
- Commitment to public service.
- Ability to work independently and take initiative.
- Familiarity with and interest in embracing technology, generally, and the ability to quickly become a highly proficient user of new tools. Proficiency in Microsoft Office (Word, Excel, Powerpoint), Word Perfect, or the ability to acquire such proficiency quickly.
- Judicial clerkship at a trial or appellate court highly desirable.
- Legal ethics or attorney discipline background desirable.
- Administrative, supervisory and/or management or project management experience desirable.
- Personnel or human resources experience desirable.

PHYSICAL DEMANDS:

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

- Ability to access state and federal courtrooms.
- Ability to enter and retrieve information from computer systems.
- Ability to remove books and other reference materials, files and legal volumes from bookshelves and transport to various work sites.
- Prolonged sitting or standing.
- Works in an office, courtrooms, and hearing panel rooms.
- Limited amount of driving required to various working locations.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

TO APPLY - Applicants must submit the following:

1. Cover letter
2. Current resume
3. Salary requirements
4. At least three professional references with contact information

The foregoing application materials must be in Word, WordPerfect, or PDF format, and be submitted via e-mail to careers@adbmich.org. **APPLICATIONS MUST BE RECEIVED BY MAY 13, 2024.** AN EQUAL OPPORTUNITY EMPLOYER