INDIANA SUPREME COURT, OFFICE OF JUDICIAL ADMINISTRATION

JOB DESCRIPTION

Job Title: Executive Director
Department: Disciplinary Commission
Salary: $120,000-$140,000 or more depending upon experience & qualification
Status: Regular, full-time (37.5 hours per week minimum)
Responsible To: Chief Administrative Officer

To Apply: Submit cover letter & resume by March 3, 2021, to HRCourts@courts.IN.gov.

Position Summary
The Executive Director of the Disciplinary Commission of the Supreme Court of Indiana serves as chief legal counsel to the Commission and oversees all aspects of the operation of the Commission staff in investigating and prosecuting violations of the Rules of Professional Conduct applicable to lawyers licensed in Indiana. Presents the results of staff investigations to the Commission for review and action.

Essential Duties/Responsibilities
Provides effective and timely lawyer ethics advice and counsel to the Commission and, in collaboration with other Court agencies, to the Chief Administrative Officer, Office of Judicial Administration management and staff, and other Judicial Branch officials and employees. Oversees the office’s formal advisory opinion and informal ethical guidance services. Manages the office’s investigators, litigators, and support staff in performing litigation and regulatory functions. Works in partnership primarily with regulatory offices within OJA, including Admissions and Continuing Education, Judges and Lawyers Assistance Program, and Clerk of the Appellate Courts. Also interacts regularly with the Chief Financial Officer and the Human Resources Director in creating and improving employment processes, policies, and procedures.

1. Reviews and assesses ethics grievances against lawyers, manages the investigation of grievances, and approves investigation summaries for presentation to the Commission
2. Creates the monthly meeting agenda for the Commission in consultation with the Commission chair
3. Oversees regulatory litigation on matters approved by the Disciplinary Commission including ethical misconduct, non-cooperation suspension, emergency and interim felony license suspension, probation violation, disability suspension, reciprocal discipline, unauthorized practice of law, contempt, and license reinstatement
4. Monitors regulatory litigation and settlement negotiations and guides staff attorneys in developing litigation strategies
5. Trains, develops, oversees, and evaluates the performance of attorneys and support personnel employed in the office. Provides orientation to new Commission members
6. Serves as liaison between the Commission and the Court, OJA leadership, the Office of the Attorney General Consumer Affairs Division, and the Indiana State Bar Association UPL Committee. Updates the Chief Justice, Court, and CAO as required regarding operations
7. Assists the CFO in preparing and managing the agency’s biennial budget
8. Serves as a member of the OJA management team, helping to develop OJA policy and direction
9. Serves on bar committees and national professional organizations as the representative of the Commission and Court as assigned
10. Prepares annual reports of the agency for the public and the Court
11. Monitors and reviews modifications to the Model Rules of Professional Conduct and makes recommendations to the Court regarding rule amendments
12. Participates as public speaker and educator and promotes goodwill of the Court, the Commission and the legal profession
13. Assists with and provides training to judicial officers and court employees on lawyer ethics issues as requested
14. Maintains open lines of communications with other states’ lawyer discipline agencies, especially those neighboring Indiana, regarding lawyers with multistate licenses
15. Additional responsibilities as assigned

Qualifications
A juris doctorate and an active Indiana law license in good standing are required. At least ten years of litigation or in-house counsel experience, including litigation management, in either a private law firm, business, government agency, or as a judicial officer is required. The Executive Director must possess good business sense; clear and comprehensive understanding of the Rules of Professional Conduct and its historical development; working knowledge of interpretive treatises and written opinions on lawyer ethics; and must also possess life experience and qualifications that enable solid judgment on a wide variety of legal issues. Must be able to recognize the onset of a problem in its preliminary stage and give sound legal advice to mitigate risk of legal violation or loss of reputation.

- Highly effective decision-making skills and judgment in a variety of matters
- Strong personality, persuasiveness, and persistence in advocating to the Court and the OJA
- Proven leadership experience with management skills
- Proven ability to inspire collaboration and build consensus among team members
- Excellent verbal and written communication skills, including public speaking and presentation skills
- Excellent interpersonal skills including a demonstrated ability to listen and identify issues
- Skilled facilitator of legal analysis discussion
- Proven ability to multitask and prioritize tasks among various stakeholders
- Experience with electronic case management systems
- Comprehensive understanding of the Indiana court system
- Familiarity with structure of judicial, executive, and legislative branches of the State of Indiana
- Excellent organizational and problem-solving skills
- Proven legal knowledge and analytical ability
- Have and maintain a lifestyle that ensures public confidence in the integrity, competence, impartiality, and independence of the judiciary

Must exercise absolute confidentiality; avoid conflicts of interest and the appearance of conflict of interest, abide by the Employee Handbook and Judicial Code of Conduct. Must be willing to submit to a criminal background check.

NOTE: This document is intended to describe the general nature and level of work performed. It is not intended to provide an exhaustive list of all duties and responsibilities, nor is it intended to limit the authority of supervisors or managers to assign or direct the activities of employees.

The Indiana Supreme Court is committed to a work environment that values employees and promotes their well-being.
The Indiana Supreme Court is an Equal Opportunity Employer. Equal employment opportunities are provided to all applicants for employment without regard to race, color, religion, sex (including pregnancy), gender identity, national origin, age, disability, marital status, political affiliation, socioeconomic status, status as a protected veteran or any other protected status in accordance with applicable federal, state, and local laws, and the Indiana Judicial Code.

If you are a qualified individual with a disability and will need a reasonable accommodation to assist you in apply for the position or to perform the essential functions of the job, the Indiana Supreme Court will provide such reasonable accommodations.