

## NORTH CAROLINA STATE BAR JOB DESCRIPTION

**Job Title:** Deputy Counsel

**Department:** Office of Counsel

**Immediate Supervisor:** Counsel

**Ultimate Supervisors:** Counsel and Executive Director

**Positions Supervised:** None

**Purpose of the Job:** Provide legal advice and representation to the State Bar and its committees, boards, and commissions, with emphasis on discipline and disability proceedings involving lawyers licensed to practice law in North Carolina and on proceedings to investigate and enjoin the unauthorized practice of law.

### **Essential Job Responsibilities:**

#### *Work with Grievance Committee*

- Lead investigations of grievances involving North Carolina licensees
- Prepare reports and make recommendations to the Grievance Committee concerning disposition of grievances
- Staff Grievance Committee meetings
- Field inquiries from grievance complainants and respondents
- Draft disciplinary orders
- Take actions necessary to protect clients of disabled, deceased, disbarred, and missing lawyers

#### *Work with Authorized Practice Committee*

- Lead investigations of alleged unauthorized practice of law
- Prepare reports and make recommendations to the committee concerning disposition of unauthorized practice allegations
- Staff committee meetings
- Field inquiries from judges, licensees, and the public about possible unauthorized practice
- Prepare disposition letters
- Prosecute civil actions to enjoin the unauthorized practice of law

#### *Trial and Appellate Work*

- Try discipline, disability, and reinstatement cases before the Disciplinary Hearing Commission
- Represent the State Bar in discipline, contempt, and injunctive proceedings in state and federal trial and appellate courts
- Represent the State Bar in trusteeship proceedings in state court and supervise and assist trustees winding down the practices of disabled, deceased, disbarred, and missing lawyers
- Represent the State Bar in state court proceedings to disburse funds from the trust accounts of disabled, deceased, disbarred, and missing lawyers

- Represent the State Bar in miscellaneous civil actions in administrative tribunals and in state and federal trial and appellate courts

#### *Work with other State Bar Committees, Boards, and Commissions*

- Prepare agendas and minutes for meetings of assigned State Bar committees, boards, and commissions
- Provide legal advice and legal opinions to State Bar committees, boards, and commissions
- Draft proposed rule changes

#### **Accountability and Authority:**

Deputy counsel reports directly to the counsel and the executive director of the State Bar. Deputy counsel exercises independent judgment concerning his or her caseload and is expected to complete all assigned responsibilities timely with minimal supervision. Deputy counsel consults with the counsel and the executive director concerning issues of State Bar policy and concerning legal issues and proceedings respecting which deputy counsel represents the State Bar. Deputy counsel has some supervisory responsibility, in conjunction with the counsel, the director of operations of the Office of Counsel, and the director of investigations, for the paralegal, administrative, and investigative staff.

#### **Required education, experience and skills:**

- JD and active North Carolina law license with no professional discipline
- Significant trial experience in North Carolina state courts required
- Trial experience in federal courts desired
- Experience in North Carolina state and federal appellate courts desired
- Excellent writing and speaking skills
- Academic success in undergraduate and law school

#### **Working Conditions:**

- Position is exempt in accordance with the Fair Labor Standards Act
- Hours: 9:00 a.m. to 5:00 p.m. Monday – Friday, one hour lunch break
- Overtime as required, unpaid
- Some travel, usually in state, mileage reimbursed

**The North Carolina State Bar is an equal opportunity employer, and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law.**

*This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.*

Please send resume, cover letter and recent writing sample to [kjean@ncbar.gov](mailto:kjean@ncbar.gov).