



ATTORNEY GRIEVANCE COMMISSION
JOB ANNOUNCEMENT

CLOSING DATE EXTENDED
PREVIOUS APPLICANTS DO NOT NEED TO RE-APPLY

TITLE OF POSITION: **BAR COUNSEL**

CLOSING DATE: **FEBRUARY 5, 2010**

FLAT SALARY: **\$115,000 - \$130,000**

LOCATION: **CROWNSVILLE, MARYLAND**

Essential Functions: The Attorney Grievance Commission is seeking applicants for the position of Bar Counsel, who is responsible for the investigation of complaints against attorneys and prosecutes cases of professional misconduct. See, Maryland Rules, Title 16, Chapters 600 (Attorney Trust Accounts) and 700 (Discipline and Inactive Status of Attorneys).

Education: Juris Doctorate

Experience: A minimum of 10 years of progressively responsible active experience in the practice of law, with such law practice in broad areas of the law to include:

A minimum of two years, 5 years preferred, prosecutorial or similar legal experience in administrative agency proceedings or disciplinary agencies; and

A minimum of two years, 5 years preferred, management/supervisory legal experience administering personnel and budget requirements.

NOTE: *Must be a member of the Maryland Bar in good standing or become a member of the Maryland Bar in good standing at the time of hire. Must be a Maryland resident or be willing to become a Maryland resident.*

Conditions of Employment: *Bar Counsel serves at the pleasure of the Commission. The successful candidate will be an employee of the Commission.*

Skills/Abilities: Knowledge of Maryland Rules. Knowledge of budget and financial management. Demonstrated verifiable reputation for integrity and no history of disciplinary offenses as an attorney or in any other capacity. Ability to manage and supervise in a hierarchical setting, in the operation and administration of a large scale organization. Ability to investigate, analyze, draw valid conclusions and formulate recommendations based on the data. Ability to comprehend, interpret, and apply complex technically oriented laws, regulations, rules and policies. Possess innovative problem solving and technology skills, as well as a solution oriented commitment to continuous quality improvement and implementing enhanced technology efficiencies. Ability to communicate in a profession and poised manner in a variety of settings. Ability to operate personal computer, to include the use of word processing, database, and spreadsheet software applications. Ability to perform all essential functions of the position.

Interested attorneys should submit a resume with a cover letter including the information about the applicant's current salary and the names of five work-related references by 5:00 p.m. on the closing date to:

Maryland Judiciary
Human Resources Department
580 Taylor Avenue, Bldg. A-1
Annapolis, Maryland 21401

The Attorney Grievance Commission is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. Employees must be United States citizens or eligible to work in the United States.