

# ASSISTANT GENERAL COUNSEL

## Position Summary

The Board of Bar Overseers (BBO) seeks to hire an Assistant General Counsel (AGC) to join the staff of the Office of General Counsel (OGC), which serves as the in-house counsel to the BBO. As one of three AGC, you will be an integral part of General Counsel, Joseph S. Berman's, staff and will be responsible for providing legal advice to the BBO and, on the board's behalf, to the volunteer hearing officers. As the primary responsibility, the AGC assists Hearing Committee and Panel members in disciplinary and reinstatement hearings through advice, research, and drafting of hearing reports. The AGC's role is to advise the hearing committee members regarding BBO Rules and procedures, the elements of the offenses charged, and legal precedents relevant to rulings and appropriate discipline. The AGC serves as a clerk at disciplinary, appeal, and reinstatement hearings, handles pre-hearing issues, conducts research, drafts hearing reports, and otherwise ensures that the disciplinary processes operate according to the Supreme Judicial Court's (SJC) and BBO's rules and preserves the integrity of the record. The AGC also works with the Legal Program Manager to support the BBO Commissioner Program and, as directed by General Counsel and appointed by the SJC, to serve as a Commissioner pursuant to SJC Rule 4:01, §§ 14 and 17. The AGC also supports the General Counsel's public outreach and education endeavors through presentations at bar association meetings, continuing legal education seminars, and other events concerning professional responsibilities of attorneys.

The Assistant General Counsel's primary responsibilities include:

- Advising Hearing Committees and Hearing Panels, conducting research, and drafting Hearing Committee and Hearing Panel reports.
- Attending disciplinary, appeal, and reinstatement hearings.
- Assisting in tracking and scheduling hearings.
- Providing initial review and advice to board member for SJC Rule 4:01 §§ 8(1)(c),(3) duty review.
- Representing the organization in hearings before the Supreme Judicial Court.
- Working with the Legal Program Manager implementing the BBO Commissioner Program pursuant to SJC Rule 4:01, § 14 and 17.
- Supporting the recruitment, training, renewal, extension, and termination of Hearing Committee members.
- Conferring with and advising the General Counsel and other senior staff members.
- Interpreting laws, court decisions and opinions, rules, and regulations applicable to the BBO; drafting opinions thereon.
- Ensuring that BBO activities comply with applicable laws and rules and otherwise preserving the integrity of the hearing record.
- Drafting case summaries and articles on bar discipline topics for publication.
- Attending meetings of the OGC staff, and regularly scheduled Board meetings and on board and court committees as appointed.
- Making presentations at bar association meetings, continuing legal education seminars and other events concerning professional responsibilities of attorneys.

## **Qualifications and Experience**

All candidates will possess a Juris Doctorate; be admitted to practice and in good standing in the Commonwealth of Massachusetts, have a minimum of five years of legal practice experience, and demonstrated competencies in legal research and writing and the ability to communicate effectively, both orally and in writing, to diverse audiences.

In addition to a commitment to the highest ethical and professional standards, to the advancement of racial justice, and to improving the quality of the bar, candidates who possess knowledge of the Supreme Judicial Court rules regulating the practice of law, exhibit excellent analytical and organizational skills, including the ability to manage multiple priorities simultaneously, and the ability to exercise discretion in handling confidential information, are preferred.

## **Salary and Benefits**

The Assistant General Counsel are members of the Office and Professional Employees International Union Local 6, AFL-CIO collective bargaining unit. Salary and benefits are the subject of the collectively bargained agreement between The Board of Bar Overseers of the Supreme Judicial Court (Employer) and Office and Professional Employees International Union Local 6, AFL-CIO (Union), July 1, 2021 - June 30, 2024. The salary range for this position is \$95,407 to \$159,243. New employees typically begin at or near the minimum step and proceed through a series of annual step increases followed by salary adjustments that are collectively bargained.

## **Applications and Inquiries**

The BBO provides equal employment opportunities to all employees and applicants for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability, or genetics. In addition to federal law requirements, the BBO complies with applicable state and local laws governing nondiscrimination in employment. The BBO actively encourages applications from candidates, including those from marginalized communities, who would both contribute to and learn from working in a diverse, equitable, and inclusive workplace. As a unionized workplace, the BBO respects the rights of its employees under the existing collective bargaining agreement between the BBO and the union that represents them, OPEIU Local 6, AFL-CIO, and applicable labor law.

All inquiries, nominations/referrals, and applications, including a *resume*, *letter of interest*, and *legal writing sample* in ***PDF format***, should be submitted in confidence via the following link:

### **[Submission Upload - Assistant General Counsel](#)**

***\*\* Please enter all required information prior to adding files. \*\****