

## **GENERAL COUNSEL**

### **New Hampshire Supreme Court Attorney Discipline Office**

The New Hampshire Supreme Court seeks General Counsel to head the Attorney Discipline Office, which is established by Supreme Court Rule 37. The position of General Counsel reports to the Professional Conduct Committee, also established by Rule 37, which oversees the Attorney Discipline process.

General Counsel is responsible for the day-to-day operation of the Attorney Discipline Office. Duties include the review of grievances, determining whether grievances should be docketed as complaints, presenting grievances to the Screening Committee, advising and assisting Disciplinary Counsel in the prosecution of complaints, overseeing the presentation of cases to hearing panels and the Professional Conduct Committee, and representing the Attorney Discipline Office before the Supreme Court. In addition, General Counsel proposes and administers the Office's annual budget, and supervises Assistant General Counsel, Disciplinary Counsel, a paralegal, a part-time bookkeeper, and three legal assistants.

Candidates should have at least five to ten years of experience in the practice of law. Litigation and management experience are valuable, and the candidate must have a thorough understanding of the Rules of Professional Conduct and the procedures governing disciplinary proceedings. Applicants must be members in good standing of the New Hampshire Bar, or be able to gain reciprocal admission to the Bar from another jurisdiction.

This position is part of the independent Attorney Discipline Office. The position is not a Judicial Branch position, however, the salary for the position is based on the Judicial Branch pay scale. The salary range for the position is \$73,885.50 to \$103,584. The compensation package also includes fringe benefits such as health insurance and a retirement plan.

Interested applicants should send a resume or CV, and a letter of interest detailing their qualifications for the position, to the attention of Lisa Merrill, New Hampshire Supreme Court, 1 Charles Doe Drive, Concord New Hampshire 03301. The deadline for applications is the close of business on July 23, 2018.

The New Hampshire Supreme Court is an Equal Opportunity Employer.