**State Bar of Nevada**

Job Description

**Job Title:** Assistant Bar Counsel

**Department:** Office of Bar Counsel

**Reports To:** Bar Counsel

**FLSA Status:** Exempt

**Prepared Date:** 5/18/10

**Approved By:** Kimberly Farmer / Stan Hunterton

**Approved Date:** January 16, 2013

**Last Modified Date:** January 16, 2013

**Summary:** Investigates and prosecutes alleged attorneymisconduct, incapacity and reinstatement before State Bar Disciplinary Boards and the Supreme Court, from initial investigation through screening, hearing and appeals under procedures set forth in Supreme Court Rules 99-123by performing the following duties.

**Essential Duties and Responsibilities** include the following. Other duties may be assigned.

* Represents the State Bar in discipline and reinstatement hearings before panels of Disciplinary Boards including: drafting pleadings, presentation of evidence and examination of witnesses at hearings, and preparing findings and orders;
* Supervises investigations of allegations of attorney misconduct, including: conducting research, interviewing witnesses, issuing subpoenas and analyzing documents and court filings;
* Draft pleadings for filing with the Supreme Court, including Writs, Appeals, and Records on Appeal;
* Provides informal ethics opinions to State Bar members over the telephone;
* Prepares and presents ethics, discipline and related programs for continuing legal education, to the courts, state agencies, legal service organizations and law firms.

**Supervisory Responsibilities**

This job has no direct supervisory responsibilities. Incumbent works with paralegal and administrative staff regularly to accomplish duties.

**Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

Analytical - Synthesizes complex or diverse information; Collects, researches and interprets large volumes of data; Uses intuition and experience to complement data.

Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Uses reason even when dealing with emotional topics.

Interpersonal Skills - Focuses on solving conflict, without blaming; Maintains confidentiality; Listens to others; Keeps emotions under control; Remains open to others' ideas and tries new methods and approaches.

Oral Communication - Speaks clearly and persuasively in positive or negative situations; Listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.

Written Communication - Writes clearly and informatively; Able to read and interpret complex written information.

Ethics - Treats people with respect; Keeps commitments; Inspires the trust of others; Works with integrity and ethically; Upholds organizational values.

Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.

Motivation - Sets and achieves challenging goals; Demonstrates persistence and overcomes obstacles; Measures self against standard of excellence; Takes calculated risks to accomplish goals.

Planning/Organizing - Prioritizes and plans work activities; Uses time efficiently; Plans for additional resources; Sets goals and objectives; Organizes or schedules other people and their tasks; Develops realistic action plans.

Professionalism - Approaches others in a tactful manner; Reacts well under pressure; Treats others with respect and consideration regardless of their status or position; Accepts responsibility for own actions; Follows through on commitments.

Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.

Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.

Adaptability - Adapts to changes in the work environment; Manages competing demands; Changes approach or method to best fit the situation; Able to deal with frequent change, delays, or unexpected events.

Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; Keeps commitments; Commits to long hours of work when necessary to reach goals; Completes tasks on time or notifies appropriate person with an alternate plan.

Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

**Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience**

Must have J.D. degree and be licensed to practice and be in good standing in any jurisdiction of the United States with a minimum of five (5) years’ experience as a licensed attorney. Non-Nevada licensed attorneys must pass the Nevada bar examination within the next two (2) available examination dates following date of hire.

**Language Skills**

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write complex presentations and documents using appropriate style and techniques. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to senior level panels and boards.

**Mathematical Skills**

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions and percentages. Ability to analyze financial data and spreadsheets.

**Reasoning Ability**

Ability to define problems, collect and interpret large volumes of data, establish facts, and draw valid conclusions.

**Computer Skills**

To perform this job successfully, an individual should have a working knowledge of Microsoft Word and Outlook. Ability to conduct legal research using online research software.

**Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, peripheral vision and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to fumes or airborne particles. The noise level in the work environment is usually quiet. **,**

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