



LOUISIANA ATTORNEY DISCIPLINARY BOARD

November 15, 2023

Vacancy Announcement: Chief Disciplinary Counsel for the Office of Disciplinary Counsel

The Louisiana Attorney Disciplinary Board has announced the retirement of the current long serving Chief Disciplinary Counsel effective January 31, 2024. The Disciplinary Board is pleased to announce that it is receiving applications for the Chief Disciplinary Counsel (CDC) position from interested and qualified attorneys licensed in the State of Louisiana. The official duties are set forth and outlined in Supreme Court Rule XIX, Section 4 and include:

- The oversight, supervision and operations of the Office of Disciplinary Counsel including the screening of incoming complaints, conducting investigations, and when indicated and approved the prosecution of misconduct allegations and disability inactive matters.
- Monitoring of conditional bar admittees as well as compliance with probationary terms imposed upon a lawyer by the Court.
- Responsible for the review, evaluation and approval of all pro hac vice applications.
- Is expected to serve on multiple committees of the Louisiana Supreme Court and of the LSBA, including service on the Client Assistance Foundation.
- In addition to supervision, oversight and administration of ODC operations, the CDC is expected to maintain an active investigative and prosecutorial caseload including both litigation and appellate responsibilities.
- Planning and participation in CLE presentations should be anticipated.

QUALIFICATIONS

- Not less than 15 years of experience in the practice of law in the state of Louisiana with private practice experience highly valued.
- Must have no discipline of any kind, either private or public, on their record; must never have been the subject of a diversion opportunity; and shall be eligible to practice and in good standing.
- Applicants must possess good moral character, along with a reputation for honesty and integrity.
- Required to devote their full professional attention to the CDC position, allowing no outside practice of any kind.
- The ODC offices are located in Baton Rouge, Louisiana and applicants must be prepared as necessary to relocate within a reasonable distance of the office location.
- Dependable personal transportation is necessary as significant statewide travel is expected and required.

BENEFITS

- Employer-paid health insurance, disability insurance and life insurance.
- Following one year of employment, all employees are entitled to participate in an agency-sponsored 401K program with employer contributions if employees contribute.
- All agency employees follow the Louisiana Supreme Court holiday observances and have paid sick and vacation leave.
- Starting salary is commensurate with experience within a range of \$125,000 and \$150,000 annually.

A letter of interest along with a current resume must be emailed to RESUME@LADB.ORG and received no later than **December 15, 2023**.

***THE LOUISIANA ATTORNEY DISCIPLINARY BOARD IS AN
EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER***