

# DEPUTY GENERAL COUNSEL

## Position Summary

The Clients' Security Board (CSB) is an agency established by the Massachusetts Supreme Judicial Court (SJC). The CSB's mission is to restore the public's confidence in the legal profession by reimbursing the client victims of lawyer thefts, using funds provided by the lawyers of Massachusetts from their annual registration fees. As CSB Deputy General Counsel, you will work closely with the CSB General Counsel and Executive Director to review and investigate claims from clients of Massachusetts lawyers after the lawyers have been disbarred, suspended, or have resigned or died; engage in outreach to the public and bar; and support the work of the volunteer Board of seven Massachusetts lawyers appointed by the SJC.

The CSB Deputy General Counsel's primary responsibilities include:

- Investigating CSB claims, interviewing witnesses, and obtaining documentary evidence regarding claims.
- Engaging in outreach to the public and the bar concerning the CSB, including speaking to bar associations, law students, community groups, court personnel, victim witness advocates, law enforcement agencies, and others.
- Responding to inquiries from claimants, respondents, and others about the work of the CSB.
- Researching and preparing claim memoranda for the Board with recommended dispositions.
- Preparing claimants to testify at Board hearings.
- Attending monthly Board meetings and presenting claims and recommended dispositions.
- Assisting in preparation of minutes, agenda, policy statements, draft rules, and other materials for the Board.
- Assisting with preparation of annual reports, articles, brochures, claim summaries, website updates, and other public materials concerning the CSB.
- Monitoring criminal prosecutions of disciplined lawyers and court-ordered payments of restitution.
- In appropriate situations, pursuing subrogation rights with outside counsel.

## Qualifications and Experience

All candidates will possess a Juris Doctorate; be admitted to practice and in good standing in the Commonwealth; have a minimum of two years of experience evaluating cases dealing with legal issues of varying complexity and recommending sound dispositions; demonstrated competencies in oral advocacy and legal writing; compassion, racial and cultural sensitivity, tact, and discretion. Candidates admitted to practice and in good standing in another U.S. jurisdiction, who are pending admission to practice in the Commonwealth of Massachusetts, may be considered.

In addition to commitment to the highest ethical and professional standards, the advancement of racial justice, and improving the quality and reputation of the bar, candidates possessing practical experience in any of the multiple areas of legal practice such as real estate, immigration law, personal injury, criminal practice, domestic relations, probate law, and civil litigation and who possess knowledge of bar discipline and rules of professional conduct are preferred.

### **Salary and Benefits**

The CSB Deputy General Counsel is employed by the Board of Bar Overseers assigned, subject to the approval of the CSB, on a full-time basis to support the day-to-day operations of the CSB and the Clients' Security Fund. The CSB Deputy General Counsel's 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.

Requests for alternative regular work and remote work schedules will be considered in good faith.

### **Applications and Inquiries**

The BBO and CSB provide 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 and CSB comply with applicable state and local laws governing nondiscrimination in employment. The BBO and CSB actively encourage 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 and CSB respect the rights of their 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.

As we strive to become intentional in our efforts to create and uphold practices regarding diversity, equity, and inclusion throughout our work, applicants are invited to include a statement of diversity, equity, and inclusion within their application materials. We believe that everyone has something to contribute, and the statement is intended to offer applicants the opportunity to describe how diversity, equity, and inclusion factor into their work and life experiences and to describe their potential contributions to diversity, equity, and inclusion at the BBO.

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 - Deputy General Counsel](#)**

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