

**Massachusetts Clients' Security Board**  
*Position Description*

**Position Title:** General Counsel and Executive Director      **Date:** July 2019

**Reports To:** Clients' Security Board      **FLSA Classification:** Exempt

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**GENERAL SUMMARY**

Represents the Clients' Security Board (the "CSB") performing functions of a General Counsel and Executive Director advising the CSB on the scope of its authority to make awards to victims of thefts by lawyers and oversees efforts to obtain reimbursement for such awards from responsible lawyers and others who may bear responsibility for the losses. Ensures that claims paid by the CSB are well substantiated and processed in a timely fashion. Provides annual budgetary projections for the payment of claims as well as staffing and other resource needs. Along with the CSB Treasurer, oversees the investment of the CSB Fund. Interfaces with the Supreme Judicial Court, the Board of Bar Overseers, and the Office of Bar Counsel. Conducts outreach to the public and bar associations. Participates in a national network of client protection agencies and is responsible for all communications with the press.

**ESSENTIAL JOB FUNCTIONS\***

- Conducts investigation of claims filed with the CSB ensuring that all jurisdictional requirements are met.
- Provides information and guidance to individuals interested in filing claims with the CSB, prepares monthly meeting agendas, minutes, and hearing memoranda and oversees the timely processing of claims, the completion of subrogation agreements, and the disbursement of settlement funds.
- Attends CSB meetings providing recommendations for adjudication of claims and reports regarding pending claims, referrals to prosecutorial agencies, and subrogation matters.
- Manages the performance and development of staff. Makes recommendations for promotions and salary increases to the Board within the parameters of the collective bargaining agreement between the BBO and OPEIU, Local 6, AFL-CIO. Provides regular performance assessments.
- Represents or arranges for counsel to represent the CSB to enforce claims for restitution in accordance with the CSB's subrogation rights.
- Communicates, as required, on administrative matters or matters of policy with designated Supreme Judicial Court liaison justice or other justices.
- Represents the CSB in interactions with the public and press.
- Speaks or designates staff to speak at CLE programs, bar association meetings, and other public events.
- Participates in local, regional, and national organizations in the field of client protection.
- Communicates, as required, with Bar Counsel, BBO General Counsel, and BBO Executive Director.

- Manages the budget of the CSB including ensuring the completion of an independent annual audit by a certified public accountant.
- Updates the CSB website with information regarding outreach efforts, appointments to the CSB, and any changes to rules or procedures that govern the CSB.

### **OTHER DUTIES AND RESPONSIBILITIES**

- Performs additional duties as assigned by the CSB.

### **PREPARATION, KNOWLEDGE, SKILLS & ABILITIES**

- Juris Doctorate, admission to practice law in the Commonwealth of Massachusetts, and member of the bar for ten years.
- Minimum five years' experience as trial, appellate, or disciplinary lawyer.
- Prior supervisory experience.
- Proven managerial and leadership experience
- Excellent oral and written communication skills.
- Demonstrable commitment to improving the quality of the bar

### **SUPERVISORY RESPONSIBILITY**

- Manages legal professionals and support staff.

### **WORKING CONDITIONS/PHYSICAL DEMANDS**

- Normal office working conditions including frequent sitting, standing, and computer monitor use.
- Travel within and outside of the Commonwealth of Massachusetts, including overnight stays, may be required.

*The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.*

**\*External and internal applicants, as well as position incumbents who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**