Utah State Bar Consumer Assistance Program
and Discipline Process Information Office Job Posting

The Utah State Bar is seeking a part-time Consumer Assistance Program (CAP) and Disciplinary Information Office Counsel.

CAP Counsel helps clients resolve problems with their lawyer or LPP that they are unable to resolve on their own. For instance, CAP Counsel may be able to help a client obtain their file or resolve a communications problem between the client and lawyer or LPP. CAP Counsel explains and provides some general information about the legal system, the lawyer-client relationship, and the ethical obligations of lawyers. CAP Counsel also refers consumers to other agencies and resources for resolving disputes between clients and their lawyer or LPP. The Discipline Process Information Office assists attorneys and LPPs who find themselves the subject of Disciplinary complaints by explaining and clarifying the steps and details of the discipline process.

The Utah State Bar is a not-for-profit organization that regulates the lawyers in the state of Utah and provides programming and events to assist lawyers in building their practices. The Bar serves the public by offering programs and services to ensure individuals have access to lawyers and the legal system. The Bar also organizes and promotes law-related events and news in the state.

The full position description is attached.

Minimum Requirements

- Law degree from an ABA-accredited law school.
- Excellent public speaking and writing skills.
- Knowledge of court civil procedure.
- Knowledge of the Utah Rules of Professional Conduct for lawyers and LPPs.
- Ability to handle sensitive and confidential information and to interact with a broad cross section of individuals.

Beginning part-time salary is $46,000 per year. Excellent benefits, including medical, dental, vacation, sick leave and a 401(k). Remote and flexible work arrangements are available.

The Utah State Bar is an equal employment opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, sexual orientation, age, disability, protected veteran status, or any other characteristic protected by law.
Please submit a resume and cover letter to Christy Abad at christy.abad@utahbar.org by August 11, 2023. This position will remain open until filled.