

POSITION DESCRIPTION

JOB TITLE: Clerk of the Ethics and Discipline Committee and
Paralegal for the General Counsel
REPORTS TO: Ethics and Discipline Committee Chair and General Counsel
STATUS: Non-exempt
EFFECTIVE DATE: August 18, 2023

Basic Functions:

Provide administrative and record keeping support to the Utah Supreme Court Ethics and Discipline Committee and the disciplinary screening panels. Provide administrative and paralegal support to the General Counsel.

Outline of Responsibilities for Ethics and Discipline Committee:

Responsible for the administrative affairs of the Committee including scheduling all screening panel hearings and providing administrative support to the Committee Chair and Committee.

Administrative functions include but are not limited to the following: Sending written notices of hearings to panel members and parties, documenting all information needed for hearings; coordinating attendance, lunches, and technology for hearings; operating video and audio recording equipment for hearings; maintaining hearing records, including audio and video recordings; uploading hearing files for delivery to panel members and parties in advance of hearings, preparing initial drafts of Findings of Fact and Conclusions of Law based on screening panel decisions; providing notice of screening panel decisions to parties; providing notice of rulings on appeals, exceptions, abeyance and subpoena requests to parties; calendaring due dates for appeals, exceptions, and final orders of discipline; assisting with maintenance of Committee membership records; and ensuring information regarding the Committee on Utah State Bar website is accurate and up-to-date.

Outline of Responsibilities as Paralegal for the General Counsel:

Provide paralegal and general administrative support to the General Counsel including legal research, formatting, printing, mailing, and filing legal correspondence, memorandum, and legal pleadings. Provide general administrative support in maintaining General Counsel bills, records, and files.

Format rule changes to go to the Administrative Office of the Courts to be sent out for comment. After final Court approval, format rules for final publication. Coordinate with

court personnel to finalize all requirements for rule publication.

Pro Hac Vice:

Process pro hac vice applications, including checking the motions and applications for completeness. Issue acknowledgments and receipt of filing fee. Process all annual pro hac vice renewals. Answer questions regarding the process and procedure of filing applications and provide materials to requesting parties. Coordinate with webmaster to maintain and update information and materials on the Bar's website. Track documentation on all applications received by updating and maintaining a database for statistical purposes and filing all documents.

Unauthorized Practice of Law:

Provide general administrative support to the Unauthorized Practice of Law Committee. Process UPL complaints and email copy of complaint to UPL Committee chair for assignment to a committee member for investigation. Send notices and requests for more information to complainants. Enter each complaint in database and maintain files on each complaint. Schedule, track attendance and arrange lunches for UPL Committee meetings. Attend and keep minutes of monthly UPL meetings. Prepare reports as necessary. Coordinate with webmaster to update and maintain information on the Bar's website regarding the UPL Committee and the forms for submitting complaints.

Certificate of Good Standing Requests:

Answer questions regarding the online Certificate of Good Standing process. Assist lawyers who are having difficulty using the online Certificate process. Work with the IT Department to ensure online process is working correctly. Coordinate with webmaster to update and maintain information on the Bar's website regarding the online process for obtaining Certificates of Good Standing. Keep records on the number of Certificates issued.

Relief Receptionist:

Fill in for regular front desk receptionist during lunch breaks, vacation, and sick time.

Requirements:

Paralegal certification or equivalent experience as a paralegal. Excellent communication and writing skills. Knowledge of Microsoft Word and Excel and ability to learn the Bar's database and document sharing system. Ability to use a video recording system and upload hearing recordings.