

JOB DESCRIPTION AND DUTIES
DEPUTY DISCIPLINARY COUNSEL, 3RD GRADE (DDC3)

Nature of Employment. The Disciplinary Board of the Hawai'i Supreme Court, through its operating arm: The Office of Disciplinary Counsel (ODC) is hiring for the position of Deputy Disciplinary Counsel, grade 3 (DDC3). This is an entry level, full or part-time, position targeting recent law school graduates or recent admittees to the practice of law. The DDC3 will review and investigate complaints of alleged professional misconduct committed by Hawai'i-licensed attorneys, and present written findings, analyses and recommendations to supervisory disciplinary counsel. The DDC3 must be able to work both independently and in collaboration with other employees. The DDC3 will report to the Chief and Deputy Chief Disciplinary Counsels. DDC3 should expect to do a significant amount of "in-service training" committed to studying the Rules of the Hawai'i Supreme Court (RSCH), Disciplinary Board Rules (DBR), Hawai'i Rules of Professional Conduct (HRPC), and Hawai'i Rules Governing Trust Accounts (HRGTA). The DDC3 may also be called upon to assist more senior disciplinary counsel in the preparation and conduct of formal disciplinary hearings (trials) or briefing of post-hearing matters to the Disciplinary Board or Hawai'i Supreme Court.

General Duties.

1. Disciplinary Investigations and Prosecutions.
 - a. Review and conduct initial informal investigation of grievances/complaints to determine jurisdiction and merit, in accord with RSCH Rule 2.6, and DBR Rule 13.
 - b. Investigate assigned ethical complaints and collaborate with investigative staff and other deputy disciplinary counsel to complete assigned investigations per RSCH Rule 2.7, and DBR Rules 14, 15 and 16.
 - c. Prepare initial Disciplinary Counsel Findings (DCF), with recommendations for disposition, to Chief Disciplinary Counsel per DBR Rule 16.
 - d. Assist in the preparation and prosecution of formal disciplinary proceedings before Hearing Officers/ Committees, under supervision of ODC trial counsel.
 - e. Assist in the preparation and presentation of post-formal hearing motions, briefs and/or argument to the Disciplinary Board or Supreme Court as relates to RSCH Rule 2 disciplinary proceedings.
2. Additional ODC related functions, when assigned.

- a. Assist in the research and drafting of (ODC) written informal ethics opinions, or formal opinions on request by the Disciplinary Board's Standing Opinions Committee.
 - b. Assist in the preparation of educational materials and brochures for members of the Hawaii Bar and the public concerning lawyer ethics issues.
 - c. Assist in researching and drafting proposed procedural and substantive rule changes.
 - d. Provide telephonic assistance to public seeking general information as to the disciplinary complaint process or complaining-witnesses seeking status of pending matters.
3. Assist Chief/Deputy Chief Disciplinary Counsel with any other duties as assigned to ensure timely and thorough investigation and prosecution or disposition of disciplinary matters.

Special Requirements:

1. Licensure, background:

- a. Active license to practice law in the State of Hawai'i, or be otherwise qualified for admission by the Hawai'i Board of Bar Examiners, and scheduled to sit for examination within 6-months of hire date, with ultimate admission to practice law in Hawai'i as a condition of continued employment.
- b. No record of professional discipline in any jurisdiction within 5-years of application for employment.
- c. Employment subject to background check, including drug-testing. Prior history evaluated on case-by-case basis.

2. Residence: Physical residence within the State of Hawai'i (any island) required.

3. Technological skills: Employment is primarily by "remote" or "telecommuting" over internet-based applications (software subscriptions provided by employer). Employee required to frequently join in virtual discussions on various telecommuting platforms (Zoom, MS-Teams, GoToMeeting, etc.), proficient in MS Office 365 Suite (Word, Excel, PowerPoint), digital document handling (Adobe), online legal research (Westlaw), and other software applications as determined by employer. Must be willing and able to learn case management and time accounting systems.

5. Communications skills: Must have excellent oral and writing skills.

Salary Range, benefits.¹

1. **Flexible Working Hours:** As work is primarily by telecommute, employees work from any secure remote location, and may work at any time or day of the week, provided the employee is available to participate in scheduled group events, or handle phone calls or video conferences as needed during normal business hours.
2. **Full or Part-Time Employment:** Full time employment (40-hour week) will be salaried-exempt, and part-time employment will be hourly-exempt.
3. **Salary Range:** Full time (salaried-exempt) \$45,000 - \$65,000 per year; Part-time (hourly-exempt) \$26.44-\$32.55 per hour.
4. **Benefits:** Generous vacation and sick leave for both full and part-time employees. Paid (Hawai'i state) holidays for full time staff. Participation in Disciplinary Board's Retirement (401k) Plan after 1st year of employment, with employer funded annual contribution equal to 10% gross wages (subject to 5-year full vesting requirement). Employer paid health/dental/vision/ drug plan for qualified employees (Hawai'i law); generous allowance for spouse/family plan. Group life and LTD plan.

DISCLAIMER: *Employment is with the Disciplinary Board of the Hawai'i Supreme Court, a non-taxpayer funded quasi-governmental agency, not subject to collective bargaining, and is "employment at-will."*

We are an equal opportunity employer. It is our policy to employ qualified people without regard to race, color, religion, sex, national origin, age, ancestry, disability, sexual orientation, veteran's status, marital status, arrest or court record, citizenship, credit history or any other classification protected under state or federal law.

This policy applies to all aspects of employment including, but not limited to, recruitment, hiring, placement, training, promotion, compensation, benefits, transfers, layoffs, recalls, leaves of absence, discipline and termination.

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¹ Employment terms and benefits listed here are a non-binding summary; actual terms and conditions are detailed in the ODC Employee Manual.