



LOUISIANA ATTORNEY DISCIPLINARY BOARD

Vacancy Announcement: Board Administrator for the Louisiana Attorney Disciplinary Board

October 9, 2024

The Louisiana Attorney Disciplinary Board is accepting applications for the Board Administrator position.

This is a full-time Senior-level management position.

Duties of the Position

- Lead and supervise the Board Administrator's Office.
- Interact with Chief Disciplinary Counsel, Board staff, Board members, hearing committee members, Louisiana Supreme Court personnel, and other third parties.
- Oversee all administrative and adjudicative functions as per Louisiana Supreme Court Rule XIX, as well as other related duties and responsibilities as required and/or assigned.
- Manage the application process and committee assignments for approximately 100 volunteer hearing committee members.
- Manage the assignment of Board disciplinary matters to hearing committee and Board panels for adjudication as per Rule XIX.
- Hire and supervise Board Administrative Office staff, including clerks, information technology (IT) staff, finance/accounting staff, and Board attorneys.
- Maintain a filing and records system for all Board disciplinary matters.
- Oversee financial functions: accounts payable/receivable, general ledger, payroll, budgeting, tax filing, annual audits, and financial statements.
- Oversee human resources functions: employee records, personnel policies, job descriptions, leave plans, and retirement plan.
- Oversee IT functions: website, automated data systems, vendor supervision, and hardware/software review.
- Oversee communications and outreach: continuing legal education programs, monthly e-newsletter, and quarterly hearing committee e-newsletter.

- Attend all Board meetings and events.
- Handle confidential and sensitive information per Rule XIX.
- Extended and irregular work hours and occasional travel may be required.

Qualifications

- Juris Doctor (J.D.) degree and license to practice law in Louisiana. At least 10 years of active bar membership. No attorney discipline of any kind on record; never subject to a diversion opportunity in the attorney disciplinary system; eligible to practice law and in good standing. No outside legal practice allowed.
- Alternatively, a bachelor's degree in a related field from an accredited college or university, with a minimum of 10 years of progressively responsible administrative experience in public service or the private sector.
- Management experience in legal, financial, human resources, communications, and/or IT departments.
- Strongly preferred: Experience in legal ethics, attorney discipline matters, or private legal practice.
- Strong analytical, communication, leadership, and interpersonal skills.
- Self-motivated with strong attention to detail.
- Dedication to high service and ethical standards.
- Office located in Metairie, Louisiana; relocation within a reasonable distance required.

Benefits

- Health insurance (partially employer-paid).
- Employer-paid disability and life insurance.
- Agency-sponsored 401K program.
- Paid sick and vacation leave; agency follows Louisiana Supreme Court holiday observances.
- Starting salary is commensurate with experience within a range of \$150,000 to \$190,000 annually.

Application Process

- Email a letter of interest, current resume, and at least 3 professional references with contact information to RESUME@LADB.ORG.
- Application deadline: November 1, 2024.

*****The Louisiana Attorney Disciplinary Board is an Equal Employment Opportunity Employer.*****