

**JUDICIAL DISCIPLINE AND DISABILITY COMMISSION
COMMISSION COUNSEL**

(Part-time one (1) year contract, retainer paid monthly)

The Commission has established the position of Commission Counsel and shall designate an attorney licensed in Arkansas to serve in that capacity. The Commission Counsel reports directly to the Commission and shall assist the Commission in its adjudicatory function, including in its consideration and adjudication of matters in which formal proceedings have been instituted and matters in which judges contest said proceedings. The Commission Counsel shall not participate in the investigation of complaints or prosecution of charges against judges.

The Commission Counsel shall:

- 1) Schedule oral arguments and other matters before the Commission prior to disciplinary hearings;
- 2) Be present during all disciplinary hearings;
- 3) Be present during deliberations;
- 4) Present to the Commission proposals for disposition of matters in which formal proceedings have been instituted;
- 5) Put into writing the Commission's Findings of Fact and Conclusions of Law as to Recommendations for Discipline to the Arkansas Supreme Court;
- 6) Draft orders, reports, correspondence, and other documents requested by or on behalf of the Commission.
- 7) Assist the Chair in reviewing docket reports and maintains a current docket;
- 8) Perform such additional duties as may be assigned by the Commission that do not require or cause the Commission Counsel to participate in the Commission's investigatory or prosecutorial functions.
- 9) Provide legal advice to the Commission.

The Commission Counsel shall serve at the pleasure of the Commission and the terms and conditions of the contract employee shall be established by the Commission. For inquiries call 501-682-1050. Applications by letter and resume should be mailed to: 323 Center Street, RM. 1060, Little Rock, AR 72201.