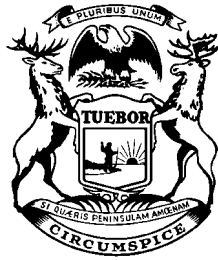


ADB

Attorney Discipline Board
333 West Fort St., Suite 1700
Detroit, MI 48226-3147



POSITION AVAILABLE

**CASE MANAGER - PARALEGAL
MICHIGAN ATTORNEY DISCIPLINE BOARD**

POSTED: April 19, 2023

The ADB is currently seeking an experienced legal support professional to serve as a case manager.

The Michigan Attorney Discipline Board (ADB or Board) is an agency created by the Supreme Court of Michigan in 1978 and operates in accordance with subchapter 9.100 of the Michigan Court Rules to adjudicate attorney discipline cases commenced by the Attorney Grievance Commission, which serves as the prosecutorial arm of the Court, as well as petitions for reinstatement by suspended or disbarred attorneys. In addition to supervising the trial-level adjudication of discipline cases, the ADB's nine members serve as an appellate tribunal to hear review proceedings arising out of the panel dispositions. The offices of the ADB are located in Detroit.

The Board appoints and supervises over 330 volunteer Michigan attorneys who serve as members of the hearing panels adjudicating discipline cases at the trial level. The Board, through its seven-person staff, strives to provide fair, efficient and timely discharge of its responsibilities to manage and dispose of cases at the trial and appellate level. The ADB participates in the study and advancement of the substantive law of legal ethics, attorney discipline procedure, and best practices of similar agencies throughout the country. Information about the Board is available at www.adbmich.org.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to, the following:

- Working in collaboration with another case manager, track and proactively manage a caseload from initiation of the proceeding through appeal, and assist hearing panels and Board members with their adjudicative duties under the supervision of an attorney.
- Research, analysis, writing, editing, and formatting of various legal documents, including orders, reports, memoranda, and correspondence under the supervision of an attorney.
- Schedule public hearings, pre-trial conferences, oral arguments on motions filed by the parties, and conference calls. Handle requests for adjournment and facilitate other panel and Board decisions. Ensure that the courtroom is prepared for in-person hearings and provide assistance to the Panel at the hearing. Alternatively, ensure that the parties, panel and counsel are prepared to conduct a hearing via videoconferencing technology, manage proposed exhibits and issue prehearing orders, and conduct the hearing via Zoom or similar videoconferencing platforms while also livestreaming the proceedings.
- Positively and professionally interact with hearing panelists, litigants, their counsel, members of the public, staff of other agencies, regarding ADB policies and procedures, and requests for information regarding cases, the status of attorneys, and other significant matters.
- Use programs such as Word, WordPerfect, Excel, PowerPoint, TimeMatters, E-Filing, Zoom, YouTube, and online legal research.
- Perform general office duties.
- Various other projects and administrative functions as assigned.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Five or more years of experience in a civil law office, court or public agency, and additional skills acquired through specialized training equivalent to two years of college. (Additional formal education, including, but not limited to, paralegal/legal assistant degree or certificate will be viewed favorably.)
- Strong research, writing, and analytical abilities.
- Must be detail oriented and able to meet deadlines consistently.
- Must be able to work independent of direct supervision, take initiative, set priorities and have sufficient skills to enable successful problem-solving and completion of projects.
- Must have a desire to learn and a commitment to quality and continuous improvement of skills and work product.
- Strong communication skills.
- Strong interpersonal skills and the ability to work well with others.
- Experience with legal research and drafting, filing and processing legal documents, and office and court procedures.
- Proficiency with technology, generally, and high-level working knowledge of Microsoft office products, including Word, Excel, Teams and PowerPoint, along with case management programs such as Time Matters, videoconferencing technology (such as Zoom, Webex, etc.), and streaming platforms (e.g., YouTube), strongly preferred.

CERTIFICATES, LICENSES, REGISTRATIONS AND OTHER REQUIREMENTS:

A valid drivers license.

PHYSICAL DEMANDS

This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements.

- Ability to enter and retrieve information from computer systems.
- Ability to remove books and other reference materials, files and legal volumes from bookshelves.
- Prolonged sitting or standing.
- Ability to operate office equipment.
- Works in an office environment, including courtrooms/hearing rooms.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

TO APPLY - Applicants must submit the following:

1. Cover letter
2. Current resume
3. Salary requirements
4. At least three professional references with contact information

The foregoing application materials must be in PDF format, and be submitted via e-mail to apps@adbmich.org.

AN EQUAL OPPORTUNITY EMPLOYER