

Disciplinary Counsel

Overview

The Law Society of Newfoundland and Labrador (the “Society”) is seeking Expressions of Interest for the role of Disciplinary Counsel in order to develop a roster of qualified individuals.

Responsibilities

While the following duties are normal for this position, they are not to be construed as exclusive or all-inclusive. Reporting to the Vice-President of the Law Society and working with the office of the Legal Director, Disciplinary Counsel will assist in conducting legal research, preparing applications and briefs, interviewing witnesses and drafting and filing formal complaints. Disciplinary Counsel also prosecutes cases before Adjudication Tribunals and argues cases before the Supreme Court of Newfoundland and Labrador at both the Trial and Appeal levels.

Minimum Qualifications

Qualifications and Requirements

Must be a member of the Law Society of Newfoundland and Labrador with a minimum of five years active legal experience and proven litigation experience; demonstrated legal writing ability; ability to accurately analyze legal issues; demonstrated trial skills; command of the Rules of Evidence; superior drafting and editing skills. Must be familiar with the Code of Professional Conduct, the **Law Society Act, 1999**, the Law Society Rules and the **Public Inquiries Act**. A high degree of confidentiality is required and it would be an asset to have experience with regulatory bodies and administrative tribunals. It would also be an asset to have experience with Microsoft Office products and case management systems.

Supplemental Information

Other

The Society pays external counsel on an hourly rate basis in accordance with the following Scale of Fees:

| Years Post Admission | Remuneration |
|----------------------|--------------|
| under 5 years | \$125 |
| 5 - 10 years | \$150 |
| 10 - 14 years | \$175 |
| 15 - 19 years | \$195 |
| 20+ years | \$225 |

Application Process

Expressions of Interest should be submitted by 15 July 2016 email to the attention of Brenda B. Grimes, QC, Executive Director at brenda.grimes@lawsociety.nf.ca and Phyllis Weir, Legal Director at phyllis.weir@lawsociety.nf.ca . To be considered for this opening, candidates must submit all of the following:

1. A cover letter;
2. A resume;
3. A writing sample; and
4. The names and contact information for three professional references.

Interviews may be scheduled and you will be contacted if you are selected for an interview.