



**DELAWARE JUDICIARY  
SUPREME COURT OF THE STATE OF DELAWARE  
REGULATORY ARMS OF THE COURT  
OFFICE OF DISCIPLINARY COUNSEL**

(This position is exempt from the State of Delaware Merit Rules  
and the Judicial Branch Personnel Rules)

**Posting #AOC0201N22**

**STAFF ATTORNEY**

**OFFICE OF DISCIPLINARY COUNSEL**

**Opening Date:** February 17, 2022                      **Closing Date:** Open until filled

**Salary:** \$86,443 - \$97,849 per year (75% – 85% of Midpoint) Pay Grade A18\*

**Recruiting For:** **Delaware Supreme Court, Office of Disciplinary Counsel**

**Location:** New Castle, Kent or Sussex County (please select a location on your application).

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\*Salary applicable for this position is based upon the qualifications of the individual applicant.

**Summary Statement:** The Staff Attorney for the Office of Disciplinary Counsel works under the supervision of the Chief Disciplinary Counsel. This employee serves at the pleasure of the Delaware Supreme Court and is expected to undertake such duties in assisting the Court in discharging its responsibilities for the regulation of the conduct of lawyers practicing law in Delaware, as the Court shall designate orally or in writing from time to time, including the following:

1. Screening and evaluating information relating to conduct by a lawyer and/or the practice of law in the State of Delaware coming to the attention of the Office of Disciplinary Counsel from the Judiciary, members of the public, members of the Bar admitted to practice law in Delaware, other jurisdictions, and other sources.
2. Investigating, when necessary or appropriate, all information which might be grounds for disciplinary or other action regarding the practice of law in the State of Delaware coming to the attention of the Office of Disciplinary Counsel from the Judiciary, members of the public, members of the Bar admitted to practice law in Delaware, other jurisdictions, and other sources.

3. Making such recommendations to the Court, the Board on Professional Responsibility, the Unauthorized Practice of Law Subcommittee of the Board on Professional Responsibility, the Preliminary Review Committee, the Lawyers' Fund for Client Protection, and any other related agency as to disciplinary or other action regarding the practice of law in the State of Delaware.
4. Prosecuting cases for disciplinary or other action before the Court, the Board on Professional Responsibility, and the Unauthorized Practice of Law Subcommittee of the Board on Professional Responsibility and negotiating the sensible but fair resolution of cases short of full prosecution, when appropriate.
5. Promptly notifying the complainant and the respondent of the disposition of each matter.
6. Providing guidance and education regarding the Delaware Lawyers' Rules of Professional Conduct through Continuing Legal Education programs and less formal communications.

**Minimum Qualifications:** Please address each item separately in your cover letter, which must be accompanied with a copy of your resume. Failure to meet the qualifications listed below in any one area may result in a rating of "not qualified," and failure to address each item separately may result in disqualification. Please do not submit copies of evaluations, letters of reference, training certificates, or law school or college transcripts unless requested.

1. Graduation from an ABA accredited law school and a minimum of five years of legal experience, preferably in litigation, including participation in hearings, preparation of matters for trial, trial, and appellate proceedings.
2. Must be a member in good standing of the Delaware Bar.
3. Excellent research and writing skills.
4. Experience in interpreting laws, rules, regulations, standards, policies and procedures.
5. Ability to communicate courteously and effectively, both orally and in writing.
6. Ability to navigate complicated and emotionally charged situations while remaining composed and even-tempered.

**Conditions of Employment:**

- A satisfactory criminal background check is required as a condition of employment.
- Direct deposit of paychecks is required as a condition of employment.

**Benefits:** To learn more about the comprehensive benefit package please visit the web-site at <http://ben.omb.delaware.gov/>.

**Applying for this Position:** Applicants for this position must submit a completed State of Delaware Judicial Branch employment application, cover letter and resume by the closing date listed on this announcement by any of the methods listed below:

1. As an e-mail attachment with the words “Disciplinary Counsel” in the subject line to: [apps.aoc@state.de.us](mailto:apps.aoc@state.de.us) (preferred method).
2. By fax: (302) 255-2482, Attention: Human Resources.
3. By mail:

Administrative Office of the Courts  
Attention: Human Resources  
The Renaissance Centre  
405 N. King Street, Suite 507  
Wilmington, DE 19801

**The Delaware Judiciary - An Equal Opportunity and Affirmative Action  
Employer**