

This announcement has been updated with the date on which interviews will take place.



news

Colorado Judicial Department
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FOR IMMEDIATE RELEASE
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Supreme Court announces Presiding Disciplinary Judge vacancy *Committee sets date to select nominees*

The Supreme Court Attorney Regulation Advisory Committee has opened the application period for candidates for the position of Presiding Disciplinary Judge. The vacancy will be created by the retirement of the Hon. William R. Lucero. The vacancy will occur on May 31, 2022.

To be eligible, applicants must have been admitted to the practice of law in Colorado for five years. The annual salary for this position is \$178,452.

The application form may be found at <http://www.courts.state.co.us/Careers/Judge.cfm>.

Completed applications must be e-mailed to the address listed in the instructions below no later than 4 p.m. Feb. 22, 2022. Late applications will not be considered.

The Attorney Regulation Advisory Committee has formed a subcommittee to interview candidates and select nominees for appointment by the Supreme Court to the position of Presiding Disciplinary Judge. Applicants will be notified of interview dates and times upon selection by the subcommittee. The first round of finalist interviews will take place on March 16,

2022. The Supreme Court intends to appoint a new presiding disciplinary judge by April 15, 2022.

The members of the subcommittee are: Alec Rothrock, Dick Reeve, Steve Jacobson, Nancy L. Cohen, Sarah Myers, Melinda Harper, Lisa Pearce and Carolyn Love. Any questions about the application process should be directed to committee Chair David Stark at david.stark@faegredrinker.com.

SUPREME COURT ADVISORY SUBCOMMITTEE
APPLICATION FOR COLORADO STATE PRESIDING DISCIPLINARY JUDGESHIP
NEW INSTRUCTIONS PLEASE READ CAREFULLY

Instructions

1. The application form for a Colorado state court judgeship can be found on the Judicial Branch website at <http://www.courts.state.co.us/Careers/Judge.cfm>. Please be complete and thorough in answering the questions; and, if an answer to any question requires more space than provided, attach a separate sheet of paper for each question. Do not change the margins or font size on the application.
2. Your application materials should be prepared in the following manner:

The application should be saved as a PDF file (preferably in text searchable format). The electronic application does not need to contain a signature. If your application materials include multiple documents (i.e., cover letter, personal statement, reference letters) these documents should be combined into one single PDF document with the reference letters attached last.

You must submit the names of not fewer than three nor more than five individuals from whom you are requesting a letter of reference. Such letters of reference shall be strictly confidential. It is preferred that reference letters are included with your application submission. If they are submitted directly by the author, they should be submitted by email as described below in paragraph 3. It is your responsibility to ensure that all letters of reference are submitted by the filing deadline listed in paragraph 4.

3. Your application materials compiled as outlined above should be sent via email with **your name and Presiding Disciplinary Judge in the subject line** with your materials attached as outlined above no later than 4 p.m. on **February 22, 2022** to the following email address:

judicial.applicants@judicial.state.co.us

you should receive an automatic response to your email submission. If you do not, please email **Nikky Conn at the address below to confirm receipt.

4. Your application must be received no later than: 4 p.m. on February 22, 2022
5. Email Nikky Conn in the Colorado Supreme Court Clerk's office with questions: nikky.conn@judicial.state.co.us.

Job Title: Presiding Disciplinary Judge
Job Series: JDG
FLSA Status: Excluded
OCC Group: Judge - District
Job Code: 400301
Approval: Original signature of the Chief Justice and the Supreme Court.

GENERAL STATEMENT OF DUTIES

The Presiding Disciplinary Judge (PDJ) presides over attorney discipline, attorney disability, unauthorized practice of law and certain bar admissions cases. Proceedings before the PDJ are governed by Chapters 18, 19 and 20 of the Colorado Rules of Civil Procedure. The PDJ functions as an independent and impartial tribunal for attorney regulation proceedings, with the twin goals of protecting the public and affording due process of law to respondent attorneys.

DISTINGUISHING FACTORS

This Presiding Disciplinary Judge classification is distinguished from other classifications by providing administration for the Office of the Presiding Disciplinary Judge. The Presiding Disciplinary Judge serves at the pleasure of the Colorado Supreme Court (“the court”) and with the advisement of the Supreme Court Advisory Committee on the Practice of Law (“Advisory Committee”)

ESSENTIAL FUNCTIONS OF THE POSITION

Presides over disciplinary and other proceedings as provided in Chapters 18-20, including ruling on legal and other issues consistent with the general authority conferred upon courts under the Colorado Rules of Civil Procedure, administers oaths and affirmations in proceedings, imposes disciplinary sanctions on lawyers as provided in the Rules, and reinstates or readmits lawyers to the practice of law.

Ensures that the Office of the Presiding Disciplinary Judge is operated as provided in the Rules, to guarantee the neutrality and independence of the court’s practices, policies and decisions.

Maintains and supervises a permanent, central office.

Is responsible for recruitment, selection and termination of staff.

Establishes expectations and provides employee performance feedback on an on-going and annual basis. Assists subordinates in establishing goals.

Coordinates the activities of the court and maintains productive relationships with Judicial Officers, State Court Administrator's Office personnel, the Advisory Committee, other courts, the bar association, law enforcement agencies, and the general public.

Evaluates subordinates’ goal achievement through conferences or informal meetings. Makes decisions regarding subordinates’ employment probationary/trial period.

Assigns duties and responsibilities to staff; develops and establishes procedures for operating and maintaining required administrative systems.

Develops and manages the budget, purchasing and accounting functions. Authorizes expenditures.

Develops practices needed to govern the internal operation of the Office of the Presiding Disciplinary Judge.

Provides Community Education and Outreach regarding the Office of the Presiding Disciplinary Judge.

Develops and prepares presentations.

Drafts and prepare written opinions, articles, memoranda, policies, and procedures.

Develops and implements new policies in conjunction with the recommendation of the Advisory Committee.

Maintains a local, state, and national presence with professional ethics associations.

Collaborates with legal community and other state judicial officers, as appropriate, to improve the practices of the Presiding Disciplinary Judge.

Periodically reports to the Advisory Committee on the operation of the Office of the Presiding Disciplinary Judge.

Recommends to the Advisory Committee any proposed changes to the Rules Governing the Practice of Law.

Recommends to the Advisory Committee appointments to the pool of Hearing Board members.

Where issuance of a subpoena for use in another jurisdiction's disciplinary or disability proceeding has been approved in that jurisdiction, issues a subpoena governed by C.R.C.P. 45 to compel the attendance of a witness or the production of documents in the Colorado county where the witness resides, or is employed, or elsewhere as agreed by the witness.

Performs such other duties as the supreme court may direct.

Attends meetings and training as required.

SUPERVISORY RESPONSIBILITIES

Responsible for the overall direction and supervision of the Office of the Presiding Disciplinary Judge.

QUALIFICATIONS

To perform this job successfully, an individual must be able to satisfactorily perform each of the above essential functions. The requirements listed below are representative of the knowledge, skill, ability, physical and environmental conditions required of the employee on the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and EXPERIENCE

Graduation from an accredited law school; possession of a certificate of admission to the Bar of the State of Colorado and eligibility to practice law before the courts of the State of Colorado. Applicants must have at least five (5) years of experience as a practicing attorney. *The Presiding Disciplinary Judge must not hold other public office while serving as Presiding Disciplinary Judge, and may not engage in the practice of law.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

This position is subject to many interruptions and may be required to handle multiple calls and inquiries at once. The noise level in the work environment is usually moderate.