

REGULATORY COUNSEL

The Oregon State Bar regulates the practice of law in Oregon and provides a variety of services to its members and the public. The mission of the Oregon State Bar is to serve justice and the public interest by promoting respect for the rule of law, by improving the quality of legal services, and by increasing access to justice.



Equal Opportunity Employer

Visit <http://www.osbar.org/osbcenter/openings.html> for full job details

We are looking for someone responsible for directing and overseeing the operations of the Oregon State Bar (OSB) legal professional admissions programs and regulatory services. This position is authorized to work a hybrid schedule.

What you will do:

- Implements rules, regulations, policies, and directives established by the Oregon Supreme Court, the Board of Bar Examiners (BBX), and the OSB's Board of Governors (BOG) regarding admission to the OSB and other regulatory services. "Regulatory Services" includes the following regulatory functions: conditional admissions; Minimum Continuing Legal Education (MCLE); regular and conditional reinstatements; status changes; pro hac vice applications pursuant to UTCR 3.170; certificates of good standing; and arbitration certification filed under RPC 5.5(e).
- Ensures an appropriate, productive, and mutually respectful relationship between the BOG, OSB management and staff, Committee of Paralegal Assessors (COPA), and the BBX and Oregon Supreme Court.
- Performs the functions of the admissions manager as set forth in the Rules for Admission.
- Responsible for the oversight, development, and administration of all OSB admissions, including Licensed Paralegal, programs and processes establishing that applicants have the requisite knowledge, learning and skills to practice law in Oregon.
- Responsible for the oversight, development administration, and grading of bar and Supervised Practice Portfolio Examination (SPPE) testing. Reviews applications for testing accommodations and recommends testing conditions that comply with state and federal disability law.
- Coordinates with the National Conference of Bar Examiners (NCBE) as needed, for purposes of administering bar exam.
- Responsible for administering the character and fitness process for all applicants seeking admission to the OSB, including oversight of the initial reviews and investigations conducted by OSB Admissions staff. Escalate additional character and fitness reviews to the BBX for investigation.
- Makes appropriate recommendations for reinstatement of members under administrative suspension and forwards all reinstatements to DCO involving members who are subject to disciplinary suspension.
- Coordinates with Disciplinary Counsel's Office (DCO) on contested admissions, contested reinstatements and reinstatements by individuals. Assists the BBX with appeals following denial of admission as set forth in Rules for Admission. Maintain all materials and submit final recommendations to the Oregon Supreme Court.
- Provide staffing and administrative support to the BBX and COPA. These duties include the calendaring and conducting of the meetings, notification of meeting agendas, provision of meeting materials, coordination of meeting sites, and preparation of minutes.
- Responsible for maintaining and amending the Rules for the Admission of Attorneys, the Rules for Licensing Paralegals, and other rules and regulations governing admission to the OSB.
- Work with General Counsel in the creation and development of regulatory schemes that govern licenses offered by the OSB, and in drafting and developing rules and regulations that govern the admission of attorneys, licensing of paralegals, licensing of other legal practitioners, and the practice of law in Oregon.
- Maintains relationship with law schools and external stakeholders to develop coordinated programs to support the bar's mission. Coordinate annual OCLEAB event.
- Develops the long- and short-range plans for the Regulatory Counsel's Office in support of the OSB's overall mission, functions, and strategic plan. Responsible for day-to-day operations of the Regulatory Counsel's Office within policy guidelines set by the CEO, the BBX, the BOG, and the Oregon Supreme Court.
- Supervises department staff, including, but not limited to, recruitment, hiring, training, retention, scheduling, coaching, professional development, reviewing work, and evaluating performance. Makes recommendations to the CEO on employment and termination of department staff.
- Responsible for management of department records, and compliance under public records regulations, including timely response to requests from the General Counsel's Office, and maintaining confidentiality of admissions records pursuant to Oregon Revised Statutes and Oregon Supreme Court rule.
- Develops the annual budget for Regulatory Counsel's Office and the Admissions Department with approval of the CEO for submission to the BBX, the BOG, and the Oregon Supreme Court, and as appropriate; monitors all departmental revenues and expenditures.
- Responsible for identifying appropriate measurements and data points for evaluating the performance of the Regulatory Counsel's Office programs and services. Held accountable based on results through the program measurement process.

- Works in coordination with General Counsel, the Adjudicator, and Disciplinary Counsel on the Regulatory Team on shared regulatory objectives and goals.
- Assists Supreme Court staff with processing recommendations for admissions for all admission types, including the twice annual admissions ceremony.
- Develops and implements policies and procedures that ensure a service orientation toward recipients of program services, applicants for admission and bar members, and that promotes cooperation and teamwork among the department and program staff.
- Models behavior and provides leadership that values diversity and incorporates inclusive and culturally competent practices.
- Fosters cooperation, collaboration, and teamwork with department and among other OSB departments and respective directors, managers, chiefs, and staff to provide customer service orientation towards internal and external recipients of programs and services.

Other Duties:

- Serves as bar liaison to committees and sections as assigned.
- Other duties as assigned.

You may have any satisfactory equivalent combination of the following experience & training that ensures your ability to perform the work. We welcome the opportunity to review your background.

Qualifications:

- Graduation from an accredited law school. Admission to practice law in Oregon with active membership in the Oregon State Bar, or the ability to be admitted through comity within six months.
- Five years of experience in program administration to include program planning, development, administration, evaluation, and budgeting. Experience in governmental, regulatory, or professional licensing program administration highly preferred.
- Experience with strategic planning, implementation, and evaluation.
- Supervisory experience that demonstrates knowledge, understanding, utilization, and application of accepted personnel management practices.
- Experience with large event planning, including the arrangement of lodging, meals, meeting spaces, meetings and other group activities for those in attendance.
- Experience with the Microsoft Office Suite in a Microsoft Windows environment with particular emphasis on Word, Excel, and Outlook. Experience with database programs. Ability to become familiar with OSB-specific programs and software.
- Effective and productive use of time management practices, prioritizing, multi-tasking, and working in a fast-paced, detail-driven, service-oriented environment.
- Demonstrated written and oral communication skills using in-person and virtual formats. Ability to communicate to a broad constituency with effective public speaking and public relations skills before a range of groups.
- Interpersonal and conflict resolution skills with demonstrated ability to listen to understand and manage difficult situations and conversations.
- A record of self-motivation skills requiring minimal supervision with ability to balance independent and team-oriented work.
- Demonstrated critical thinking, negotiation, facilitation, problem solving, decision making, and analytical skills.
- Ability to exercise sound judgment in keeping with the policies and objectives of the Regulatory Counsel's Office, the OSB, the BBX, and the Oregon Supreme Court.
- Ability to be flexible, agile, and resilient in addressing expected and unexpected situations and issues.
- Ability to maintain a professional demeanor and provide a high level of customer service for a potentially demanding customer base in a variety of situations and with various interest groups or individuals with conflicting and competing needs, desires, and demands.
- Ability to work independently and in a team environment both efficiently and courteously.
- Commitment to the concept of teamwork and cross-responsibility within a department and between departments.
- Competency in technology systems necessary to conduct the work of the department, including association management software, member databases, document management systems, and any technologies incident to the bar application and examination processes.
- Knowledge and experience of Lean methodology preferred

Job Related Physical Characteristics:

- Ability to communicate in person, in writing, by email, by telephone, and other communication media, e.g., video conferencing.
- Ability to operate a computer for long periods.
- Ability to remain in a stationary position for long periods.
- Ability to manipulate data for program reporting, evaluation or budgetary purposes.
- Ability to maintain focus and perform detailed work requiring concentrated effort for long periods.

- Ability to perform as a public speaker before various size audiences made up of a wide range of groups who often represent competing interests to each other.
- Ability to use standard office equipment and computer peripherals.
- Ability to travel overnight, inside and outside Oregon, for meetings, seminars and grading sessions.
- Ability to work in a moderately noisy, open environment.
- Ability to lift up to 35 pounds.
- Ability to produce reports of various sizes, but up to 30 or more pages, discussing complex regulatory programs, without assistance from staff.
- Ability to type up to 30 WPM.

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For this exempt position, the salary range is \$126,880-\$158,558.40 annually. The OSB offers excellent benefits including voluntary 6% participation in the PERS program.

If this sounds like a position that interests you, send your **resume with a cover letter** to Director of Human Resources, Attention: RCO, Oregon State Bar, PO Box 231935, Tigard, OR 97281 or e-mail to hr@osbar.org.