

**POSITION DESCRIPTION**  
**For**  
**Executive Secretary**  
**Judicial Conduct Commission**

General Description. The Judicial Conduct Commission announces the search for an Executive Secretary. The Judicial Conduct Commission is a state agency authorized under the Kentucky Constitution to take disciplinary action against judges of the Kentucky Court of Justice. The Commission investigates and hears complaints of judicial misconduct or disability and, when appropriate, imposes sanctions ranging from private admonition to removal from office. Additional information regarding the Judicial Conduct Commission may be found at [www.courts.ky.gov/jcc/](http://www.courts.ky.gov/jcc/).

Position Description and Salary.

Location: Frankfort, Kentucky, subject to review. Compensation: Commensurate with qualifications and experience.

**State Benefits**

- Generous vacation and sick time; 12 state-paid holidays
- State-paid life insurance (\$20,000 value); State-paid health insurance or state contribution toward health plan; Optional flexible spending accounts for medical and day-care expenses
- State retirement plan; Retirement investment opportunities

Major Job Responsibilities. Under guidance and direction of the Commission, the Executive Secretary:

- a. Processes all telephonic, electronic and mail correspondence to and from the Commission
- b. Reviews complaints, investigative reports, and court records and prepares written summaries for the Commission
- c. Attends all Commission meetings and prepares agendas and minutes
- d. Works closely on a daily basis with the Commission chair, investigator and counsel
- e. Serves as Commission liaison with all Kentucky courts, the KBA, the Administrative Office of the Courts, governmental agencies, and commissions in other states
- f. Organizes, indexes and maintains custody of all Commission records
- g. Supervises the administrative assistant
- h. Develop outreach and community programs to increase the public's awareness of the purpose and functions of the Commission.
- i. Prepares and updates an informational brochure and other appropriate communications materials for the public, lawyers, judges and court personnel.
- j. Prepares and presents programs and materials on activities of the Commission to educate the legal community, judiciary and the public on judicial conduct and ethics.

General Qualifications. Applicant must be member of the Kentucky Bar in good standing with eight (8) years legal experience and extensive administrative knowledge. Must have excellent technological and computer skills, as well as strong analytical and writing skills; and must be able to handle sensitive matters discreetly, diplomatically and confidentially.

Information and How to Apply. Resumes will be accepted until 5:00 p.m. Eastern Daylight Time on March 25, 2011. Selected candidates will be interviewed by the full Commission. Resumes and cover letters may be sent as an attachment to electronic mail to the Commission's Administrative Assistant, Leo Vera, at [leo.vera@insightbb.com](mailto:leo.vera@insightbb.com), and should be in Microsoft Word format.