

## **JOB DESCRIPTION**

### **Executive Secretary of the Board on Judicial Standards**

#### **Position Purpose**

The executive secretary is an at-will employee appointed by the Board on Judicial Standards. The qualifications, appointment, salary, and main duties and responsibilities of the executive secretary are prescribed by law and by the Board. Minn. Stat. § 490A.01, subd. 5; Rule 1(d) and (e), R. Bd. Jud. Standards.

The executive secretary provides overall organizational support and management to the Board in carrying out its mandates to evaluate, investigate, and issue or seek appropriate discipline for cases of judicial misconduct and disability, and to provide education in judicial ethics; gives informal advisory opinions to judges; prepares annual reports and statistical analyses of complaints for the Board, the judiciary, the legislature, and the public; attends meetings and makes presentations to the Board, judicial groups, and the legislature on matters relating to judicial discipline, the Code of Judicial Conduct, and funding; employs and supervises other members of the Board's staff; prepares the Board's annual budget for Board approval; and administers the Board's budget.

**The executive secretary shall have duties and responsibilities prescribed by the Board, including the following:**

1. Receive complaints and allegations regarding judicial misconduct. Develop and maintain protocols assuring appropriate responses to inquiring citizens and to written and oral complaints of judicial misconduct. Develop a thorough and working knowledge of the Code of Judicial Conduct and the Board's Rules.
2. Make preliminary evaluations of complaints and reports. Assess and prepare summaries of each complaint in accordance with relevant sections of the Code of Judicial Conduct in order to assist the Board in determining whether there should be an investigation or further action on a particular complaint.
3. Conduct investigations of complaints as authorized and directed by the Board. With prior Board approval, conduct a discreet and objective investigation in furtherance of the duty to protect the public and assure the independence and integrity of the judiciary. With prior Board approval, employ special counsel, private investigators or other experts, as necessary, to investigate and process matters before the Board, hearing panels, and/or the Supreme Court.
4. Recommend dispositions.
5. Maintain the Board's records. Develop management procedures for organizing, maintaining, and expunging the files on complaints received by the Board.

6. As delegated by the Board, receive judges' requests for informal advisory opinions, conduct research as necessary, and give judges timely, helpful, and correct informal opinions. Assist the Board in preparing advisory opinions.
7. Oversee the development, maintenance, and updating of the Board's website.
8. Maintain statistics concerning the operation of the Board and make them available to the Board, the Supreme Court, and the public.
9. Prepare the Board's annual budget for Board approval and administer the Board's funds.
10. Prepare an annual report of the Board's activities for presentation to the Board, the Supreme Court, the legislature, and the public.
11. Assist with the orientation of new Board members. Meet with new Board members to discuss the operation of the Board, provide and review the Board manual, and answer questions.
12. Follow Board policies and procedures and recommend new or amended policies and procedures to the Board as needed.
13. Maintain the Board's office and equipment.
14. Serve as a public representative of the Board. The executive secretary will have significant contact with members of the public, including citizens, litigants, and lawyers; the judiciary, legislature and related personnel; State and district court administrators and their staff; the media; Minnesota Supreme Court and State Bar committees and task forces; and other State agencies.
15. Make educational presentations to judges and others.

The executive secretary shall have the following qualifications: legal and technical skills, including legal research and writing; litigation experience; understanding of the administration of the judiciary; and the ability to prepare, monitor, and administer the Board's budget and to make budget presentations to the Board and legislature.