

The Mississippi Bar

Job Title: Investigator

Division: Office of General Counsel

Reports to: General Counsel

Summary Description

Evaluates and investigates Bar complaints, attorney incapacity, reinstatement cases pursuant to the Rules of Discipline for the Mississippi State Bar (MRD), the Mississippi Rules of Professional Conduct (MRPC), and applicable statutes. In addition, investigates matters related to suspensions and disbarment order compliance, Unauthorized Practice of Law complaints and Client Security Fund cases. Assists General Counsel in litigated cases and performs other duties as assigned.

Tasks

- Gathers evidence relevant to issues of attorney misconduct, incapacity and reinstatement and to issues of possible attorney misconduct or incapacity. Analyzes collected evidence in light of applicable MRPC and MRD, and prepares written documents bearing on recommended case dispositions, including private and public reprimands, investigatory hearing reports, and written reports to the Office of General Counsel, Committee on Professional Responsibility, or the Board of Bar Commissioners. Makes oral presentations to the Committee on Professional Responsibility and Board of Bar Commissioners.
- In cases that have led to Formal Complaints in the Supreme Court, provides litigation support as needed, including complaint drafting and review and affidavit preparation.
- Locates lawyers, serves subpoenas, monitors lawyer advertisement for compliance with the MRPC, and investigates lawyer trust account compliance. Investigates compliance of disbarred and suspended lawyers.
- Performs investigations on behalf of the Unauthorized Practice of Law Committee and Client Security Fund Committee.

- Performs other assigned duties as determined by the General Counsel.

Knowledge and Skills Required

- Knowledge of MRPC, MRD, Mississippi case law relevant to lawyer ethics, and ethics opinions.
- Knowledge of the practice of law, particularly the ethical concerns and challenges arising in legal practice.
- Legal research and writing skills.
- Oral and interpersonal communications skills.
- Knowledge of effective investigative methodology.
- Proficiency with computers and software programs.

Education and Experience Required

- Law degree.
- Experience practicing law.

Discretion

Work is done with considerable independence, but within standards defined by General Counsel. In large part, investigator determines investigative strategies for individual cases, and, prior to case disposition, determine potentially applicable MRPC.

Contacts

Investigator works closely and on a routine basis with other attorneys in the Office of General Counsel and the Consumer Assistance Program. External contacts may include members of the Board of Bar Commissioners, Committee on Professional Responsibility, Unauthorized Practice of Law Committee, Client Security Fund Committee, complainants, respondent attorneys, counsel for complainants and respondents, OGC retained counsel, witnesses, staff of The Mississippi Bar, state and federal judiciary, judicial staff, bank personnel, process servers, members of the public, law enforcement personnel, Commission on Judicial Performance, Board of Bar Admissions, and the Lawyers and Judges Assistance Program.

Supervisory Authority

None.