

**DIRECTOR, ATTORNEY AND CONSUMER ASSISTANCE PROGRAM  
MASSACHUSETTS BOARD OF BAR OVERSEERS  
OFFICE OF BAR COUNSEL**

The Office of the Bar Counsel has an opening for an attorney to be director of the Attorney and Consumer Assistance Program (ACAP). ACAP is the intake division of the Office of Bar Counsel and is responsible for responding to calls and communications from consumers who have complaints or questions about attorneys, for determining whether complaints should be opened for formal investigation, and for resolving issues that are not disciplinary matters. The director reports to bar counsel and is responsible for managing and supervising the ACAP staff of experienced attorneys, investigators, and administrative assistants. Admission to Massachusetts bar or eligibility to obtain admission on motion required. Minimum ten years of legal experience preferred, with knowledge of bar discipline and the rules of professional conduct. Outstanding writing and interpersonal skills, as well as an ability to effectively supervise, investigate, evaluate, and resolve a high volume of inquiries concerning potential attorney misconduct and to manage a large database, are essential. Fluency in Spanish or other foreign language(s) is a plus. Standard benefits, salary commensurate with experience. Interested candidates should submit a resume and writing sample (unedited by others) by mail or email to:

Constance V. Vecchione  
Bar Counsel  
99 High Street, 2<sup>nd</sup> Fl.  
Boston, MA 02110  
[c.vecchione@massbbo.org](mailto:c.vecchione@massbbo.org)

Interviews will be scheduled after April 24, 2017. Position will remain open until filled. For more information, see [https://www.massbbo.org/Who\\_We\\_Are\\_OBC\\_ACAP#OBC](https://www.massbbo.org/Who_We_Are_OBC_ACAP#OBC). The full job description is available at [massbbo.org/employment](http://massbbo.org/employment). The Office of Bar Counsel of the Massachusetts Board of Bar Overseers is an equal opportunity employer.