



**Alabama State Bar
FAQ Regarding General Counsel Position Announcement**

1. What is the salary range for this position?

The salary has not yet been set and will be determined based upon the particular qualifications of the successful candidate.

2. Will the General Counsel have to reside in Montgomery?

The Office of the General Counsel is located at the Bar's headquarters in Montgomery. Thus, the overwhelming majority of the work done by the General Counsel would necessarily require at the very least a significant presence in Montgomery during the workweek.

3. Is there a list of duties, responsibilities, and qualifications for this position?

There is not a list of duties and responsibilities for this position. The position is evolving and changing, and some of the duties and responsibilities will be determined by the strengths of the chosen candidate. The General Counsel will have to be licensed as an Alabama attorney.

4. If an Assistant General Counsel fills the position of General Counsel, will there be a new posting to fill the newly vacated Assistant General Counsel position? Or, will applicants be selected from those who applied for the General Counsel position?

If an Assistant General Counsel applies for and is chosen for this position, there would most likely be a posting for the vacated assistant's position. However, once a new General Counsel is selected, the staffing needs of that office would be determined by the new General Counsel in conjunction with the ASB Executive Director and the ASB Executive Council, thus we cannot definitively answer that question.

5. Who will see the applications for General Counsel?

The Search Committee members and employees of Cartography Consulting, LLC, which is the entity running the search process, are the only individuals with whom submitted cover letters and resumes may be shared.

6. What is the process after submission of resumes from interested candidates?

The Search Committee will review the cover letters and resumes submitted. Then, candidates will be selected for interviews. Finalists will be subject to background and reference checks but only after consenting to them. The Committee's goal is to have a final candidate or candidates to recommend to the Board of Bar Commissioners at its meeting in May 2018.



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7. At what point does an application become public?

The search committee does not intend for the cover letters, resumes, or any other information about those applying for the position to ever be made public.

8. Will an attorney have sufficient warning to discuss with colleagues before being called for an interview by the Search Committee?

The Search Committee intends for interviews to be confidential thus no such warning would be necessary.

9. Can the primary or satellite office for this position be in Birmingham?

The Office of the General Counsel is located at the Bar's headquarters in Montgomery and all personnel of that office are located in Montgomery. Thus, most of the work done by the General Counsel would necessarily require a presence in Montgomery during the work week as described in FAQ #2 above.

10. Was there a list of the expectations or goals for the person last in this position?

There is no applicable list of expectations or goals for the last person in this position.

11. Who does the position of General Counsel report to?

To the Executive Director/Secretary.

12. Who reports to the General Counsel?

The assistant general counsel and support staff.

13. What staff supports the position?

Currently, there are a number of full-time employees that report directly and indirectly to the General Counsel including secretarial and paralegal support.

14. What will the office structure look like?

The General Counsel will oversee the work and personnel of the Office of General Counsel. The duties within that office have been bifurcated to the extent that there are assistant general counsel who will investigate and prosecute purported violations of the rules of professional conduct and others whose job will be to render advisory ethics opinions on how members can avoid violations of the rules, represent the bar in litigation, and provide legal advice to bar leadership.