



# THE SUPREME COURT *of* OHIO

65 South Front Street, Columbus, Ohio 43215-3431

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## Office of Disciplinary Counsel Summer and Fall 2025 Externship Opportunity

The Office of Disciplinary Counsel has an unpaid externship opportunity for the Summer and Fall 2025 semester. Only candidates seeking academic credit will be considered for this opportunity.

The Office of Disciplinary Counsel investigates and prosecutes allegations of ethical misconduct and/or mental illness of judges or attorneys under the Ohio Rules of Professional Conduct and the Ohio Code of Judicial Conduct. The Office of Disciplinary Counsel also investigates allegations of the unauthorized practice of law and provides training and education concerning ethics to the bench and bar of Ohio.

- Contact: Candie Gutierrez
- Number of positions available: 1
- Hours: Approximately 15 hours per week. On-site work environment.
- Days: Flexible, can work with student's schedule.

The extern will perform a variety of tasks, including, reviewing and summarizing incoming grievances and making recommendations for their disposition. The extern will work under the supervision of the intake attorney and will be involved in daily office activities, including participating in attorney meetings. The extern may also have the opportunity to attend disciplinary hearings, depositions, and oral arguments before the Supreme Court of Ohio. The position requires discernment and discretion. The successful candidate will be a 2<sup>nd</sup> or 3<sup>rd</sup> year student and asked to sign a confidentiality agreement.

The Office of Disciplinary Counsel is not located at the Supreme Court of Ohio. It is located at 65 E. State. St., Ste. 1510, Columbus, Ohio 43215.

*If you are interested in this position, email your resume and cover letter to [HumanResources@sc.ohio.gov](mailto:HumanResources@sc.ohio.gov) by **Friday, February 21, 2025**. Be sure to include a cover letter, indicate the office you are interested in, and the level of law school you have completed.*

### **Background Check**

*The final candidate selected for the position will be required to undergo a pre-employment drug screening and a criminal background check. Criminal convictions do not necessarily preclude an applicant from consideration for a position. An individual assessment of an applicant's prior criminal convictions will be made before excluding an applicant from consideration.*