

## Appellate Counsel

### Job description:

Are you looking for a challenging role within a public service organization that provides competitive compensation, an excellent benefits package, a hybrid work environment, and career growth opportunities? If so, the Illinois Supreme Court's Attorney Registration and Disciplinary Commission (ARDC) may be the place for you.

It is the mission of the ARDC to promote and protect the integrity of the legal profession, at the direction of the Supreme Court, by registering and supporting attorneys, providing innovative education and outreach programs, and offering restorative services to help lawyers uphold the highest ethical standards. Through thorough investigations and fair proceedings, we address allegations of attorney misconduct and unauthorized practice of law, ensuring accountability while also advocating for those harmed by misconduct.

### ROLE SUMMARY

The ARDC is currently seeking two full-time **Appellate Counsel** to join our dedicated appellate team in the Chicago office. Appellate counsel facilitate attorney compliance with the Rules of Professional Conduct by collaborating with the ARDC's Litigation team in formulating case strategies and recommendations for discipline in formal disciplinary matters, and in handling appeals from Hearing Board decisions to the ARDC's Review Board and the Supreme Court of Illinois. In addition, appellate counsel are frequently called upon to represent ARDC employees and volunteers who are named in lawsuits in state or federal court challenging actions they have taken in the performance of their official duties. Staff attorneys have a diverse and challenging caseload within the context of a fast-paced work environment, balancing the rights of attorneys and protecting the public and the courts. This is an exciting opportunity to engage in challenging and meaningful public service work while making a difference in the lives of fellow Illinoisans and advancing the ethical and competent practice of law.

### KEY RESPONSIBILITIES

- Reviewing and analyzing ARDC Hearing Board decisions, transcripts, and other evidence from the prosecution of disciplinary cases before that Board.

- Interpreting and applying the Illinois Rules of Professional Conduct, and the Rules of the Supreme Court of Illinois and the ARDC, in appeals of disciplinary cases before the ARDC Review Board and the Supreme Court of Illinois.
- Drafting persuasive briefs and presenting oral arguments before the ARDC Review Board and filing petitions before the Supreme Court of Illinois.
- Conducting legal research on the Illinois Rules of Professional Conduct, emerging issues in professional responsibility, and substantive, procedural and jurisdictional issues in state and federal court.
- Representing ARDC employees and volunteers by preparing and presenting dispositive motions and memoranda to be filed in state and federal courts.
- Researching attorney disciplinary precedent and collaborating with litigation counsel to develop case strategies and preserve appellate issues.
- Drafting petitions for reciprocal discipline to be filed in the Supreme Court of Illinois in cases in which Illinois lawyers have been disciplined in other jurisdictions.
- Responding to attorney callers to the ARDC's Ethics Inquiry Program by providing guidance relating to the lawyers' professional responsibilities or attorney disciplinary case law

## **QUALIFICATIONS AND DESIRED SKILLS**

- J.D. degree from an ABA - accredited law school and an active member of the bar in good standing
- Active Illinois bar license (or eligibility to obtain admission promptly)
- Minimum of 7-10 years of appellate experience in the practice of law, preferably with five of those years in professional regulation
- Strong legal research, analytical, problem-solving, and writing skills
- Excellent communication and interpersonal skills, with the ability to interact with diverse groups of people
- Highly organized with strong attention to detail, and excellent project and time management skills
- Proven ability to independently manage a varied workload while maintaining a service-oriented attitude
- Eagerness to learn about new areas of the law and apply knowledge to unique facts
- Commitment to ARDC's mission and values

The ARDC is committed to a culture of inclusion. We offer a hybrid schedule, a congenial work atmosphere, and an excellent benefits package including, medical,

dental, vision, STD/LTD, retirement plan, PTO, tuition reimbursement, parental leave and professional developmental offerings. Salary will be determined based on the candidate's experience and qualifications, with a targeted salary range of \$110,000 to \$130,000.

Interested parties should send a cover letter and resume to [employment@iadc.org](mailto:employment@iadc.org).

*The ARDC is committed to working with and providing reasonable accommodations to individuals with disabilities. If you need a reasonable accommodation because of a disability for any part of the employment process, please send an e-mail to [employment@iadc.org](mailto:employment@iadc.org) to let us know the nature of your request and your contact information.*