

## **Intake 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 lawyers, conducting and producing education and outreach programs, investigating complaints of attorney misconduct and unauthorized practice of law, prosecuting lawyer disciplinary and unauthorized practice of law proceedings, and advocating for remedial action for victims of lawyer misconduct.

The ARDC is hiring multiple full-time attorneys to join the dedicated team of lawyers, investigators, paralegals, and administrative professionals in its Chicago Intake Division, which is responsible for screening and investigating complaints of lawyer misconduct and unauthorized practice, resolving problems between lawyers and complainants, and expeditiously identifying matters involving serious ethical infractions for referral to the agency's Litigation Division. 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**

- Analyze new complaints and reports to determine whether an investigation is warranted
- Conduct investigations into lawyer conduct and the unauthorized practice of law
- Communicate with complainants and lawyers regarding investigative matters both verbally and in writing as part of the investigative process
- Facilitate the resolution of disputes and misunderstandings between complainants and respondent attorneys
- Take statements of respondent attorneys and witnesses

- Review and analyze investigative materials, including complaints, responses, witness statements, case files, court records, and financial records
- Prepare investigation summaries, concluding correspondence and referral memoranda upon closure or referral of investigations
- Respond to calls from the ARDC's Ethics Inquiry Program

### **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 3-10 years of experience in the practice of law
- 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
- Eagerness to learn about new areas of the law and apply knowledge to unique facts
- Proven ability to independently manage a high volume and varied workload while maintaining a service-oriented attitude
- 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 \$104,000 to \$130,000.

\*Please submit a cover letter along with your resume\*

*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@iardc.org](mailto:employment@iardc.org) to let us know the nature of your request and your contact information.*