

INTAKE COUNSEL - ARDC

Chicago, Illinois

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-enhancing 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 currently seeking a full-time attorney 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 and rare 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.

Responsibilities include:

- Analyzing new complaints and reports to determine whether an investigation is warranted;
- Conducting investigations into lawyer conduct and the unauthorized practice of law;
- Communicating with complainants and lawyers regarding investigative matters both verbally and in writing as part of the investigative process;
- Facilitating the resolution of disputes and misunderstandings between complainants and respondent attorneys;
- Taking statements of respondent attorneys and witnesses;
- Reviewing and analyzing investigative materials, including complaints, responses, witness statements, case files, court records, and financial records;
- Preparing investigation summaries, concluding correspondence and referral memoranda upon closure or referral of investigations; and
- Responding to callers to the ARDC's Ethics Inquiry Program.

Requirements:

- J.D. degree from an accredited law school and admitted to practice law in Illinois;
- A minimum of two years of experience in the practice of law;
- Strong analytical skills and problem-solving abilities;
- Excellent written, oral, and interpersonal communication skills;
- Eagerness to learn about new areas of the law and apply knowledge to unique facts;
- Ability to maintain a service-oriented attitude under stress and to effectively manage difficult situations;
- Ability to independently manage a high-volume and varied workload, prioritize and organize tasks, and complete assignments within established time frames.

The ARDC is committed to a culture of diversity and inclusion. We offer a hybrid work schedule, a collaborative and congenial work atmosphere, competitive compensation, and an excellent benefits package. **Interested parties should send a letter, resume, and writing sample to Counselposition@iardc.org**