

## **Litigation 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 three full-time Litigation Counsel to join our dedicated litigation team in the Chicago office. Litigation counsel facilitate attorney compliance with the Rules of Professional Conduct and when necessary, prosecute formal disciplinary matters. 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 investigating allegations of professional misconduct of attorneys
- Analyzing investigative materials, including case files, court documents and financial records
- Conducting sworn statements and depositions of attorney respondents and witnesses during the investigative and hearing stages
- Collaborating with the Litigation Group Manager and support staff to develop investigative plans and case strategies

- Interpreting and applying the Illinois Rules of Professional Conduct in the prosecution of disciplinary cases before the Hearing Board
- Preparing pleadings, conducting discovery, and prosecuting cases before the ARDC Hearing Board
- 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 litigation 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 high volume and 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 letter and resume to [employment@iardc.org](mailto:employment@iardc.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@iardc.org](mailto:employment@iardc.org) to let us know the nature of your request and your contact information.*