

## **SECRETARY**

As an agency of the Supreme Court of Illinois, the Attorney Registration and Disciplinary Commission (ARDC) is charged with promoting and protecting the integrity of the legal profession. The ARDC assists the Supreme Court in regulating the legal profession through registering lawyers, conducting education and outreach programs, investigating complaints of lawyer misconduct, prosecuting lawyer disciplinary proceedings, and advocating for remedial action on behalf of victims of lawyer misconduct.

Currently, the ARDC is accepting applications for full-time Secretary for its Chicago offices. Responsibilities include:

- Provide secretarial services to assist counsel in the management and processing of a disciplinary caseload.
- Prepare and process correspondence, filings, pleadings, subpoenas and agendas;
- Provide status of investigation and general procedural information to specified individuals;
- Maintain records for investigation matters and attorney working files;
- Schedule appointments and maintain attorney engagement calendars;
- Assist other departments with secretarial services;
- Receive and process telephone calls; and
- Serve as back up to reception.

Requirements: A high school diploma or equivalent and at least 2 years experience working as a secretary or in a related field. Must be proficient in Microsoft Office Suite, Adobe Acrobat, and Outlook.

We provide a collegial work environment, competitive compensation, and an excellent benefits package. Interested parties should send a letter and resume to: [employment@iardc.org](mailto:employment@iardc.org)