

## **LITIGATION COUNSEL-ARDC**

### **Springfield, 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 growth opportunities? If so, the 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, under direction of the Illinois 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 two full-time attorneys to join our dedicated team in our **Springfield** 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 case load within the context of a fast-paced work environment, balancing the rights of lawyers 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.

#### **Responsibilities include:**

- 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 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, conduct discovery, and prosecute cases before the Hearing Board; and
- 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.

**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 schedule, working a minimum of 2 days/week in the ARDC's Springfield office and up to 3 days/week remotely, a congenial work atmosphere, competitive compensation, and an excellent benefits package. Interested parties should send a letter, resume, and writing sample to [employment@iadc.org](mailto:employment@iadc.org).