



Attorney Registration & Disciplinary Commission

Administrator

Position Specification





Position Specifications

Role Specifics	
Position:	Administrator
Institution:	Attorney Registration & Disciplinary Commission (ARDC)
Location:	Chicago IL
Reporting Relationship:	Illinois Supreme Court & Commission
Website:	https://www.iardc.org

Attorney Registration & Disciplinary Commission Overview

The Attorney Registration & Disciplinary Commission (ARDC) is an entity established by and reporting to the Illinois Supreme Court that maintains administrative responsibility for the registration and discipline of Illinois lawyers. The ARDC is overseen by a seven-member volunteer Commission (Commission), four of whom are members of the Illinois bar, and three of whom are non-lawyer “public members,” all of whom are appointed by the Supreme Court to serve three year terms, with a maximum of three terms. The Commission acts as a board of directors for the ARDC, setting general policy and overseeing its implementation, however, the Commission has no role in deciding cases before the ARDC.

The Commission, with the approval of the Supreme Court, appoints an Administrator to serve as the principal executive and regulatory officer of the agency. Jerome (Jerry) Larkin began his career with the ARDC as a staff attorney in 1978 and has served as the Administrator since 2007. Jerry is only the fourth Administrator in the history of the ARDC and he is retiring later this year. The Administrator oversees a staff of more than 80 employees, including more than 30 lawyers. The ARDC oversees registration, conducts investigations, prosecutes disciplinary cases and unauthorized practice of law actions, supports volunteer board members, and produces publications and educational programs related to ethics and discipline. The ARDC's operations are funded principally by an annual registration fee paid by lawyers registered to practice in Illinois. The ARDC maintains offices in both Chicago and Springfield.

Registration practices and disciplinary proceedings are governed by rules and guidance which have been adopted by the Illinois Supreme Court. The Court has delegated to the Commission authority to make additional rules, to enter orders related to ARDC operations, and to establish policies for disciplinary proceedings, some of which are subject to review and approval by the Court. Other duties of the Commission include appointment of the members of Inquiry Boards, Hearing Boards, Oversight Committees and the Client Protection Review Panel; publication of an annual report; determination of Client Protection awards; collection and administration of the disciplinary fund; and performance of an after-the-fact review of a representative sampling of investigative matters closed by the Administrator without referral to the Inquiry Board.



Responsibilities of the Position

In alignment with the ARDC's mission and values, the Administrator will work collaboratively with the Illinois Supreme Court, the Commission, staff, and other stakeholders to carry out its duties. The Administrator also is tasked with constantly innovating ways the ARDC can better achieve its mission. This has included review and comment on proposed rules, supporting volunteer board members, producing publications and programs related to ethics and discipline as well as educational programs to reduce misconduct and representing the ARDC locally, nationally and internationally at conferences. Overall, the most significant duty of the Administrator is to assure the integrity of the ethics of the practice of law in Illinois, primarily by supervising the handling of ethics investigations and proceedings, overseeing the professional development of staff, and directing ARDC's ethics education initiatives for the profession.

Together with the Commission and under the guidance of the Illinois Supreme Court, the Administrator provides overall leadership, direction, coordination, and oversight of the organization and serves as the face of ARDC. This executive will be responsible for defining the ARDC's strategic direction and working to execute the strategic plan in a way that maintains and enhances the sterling reputation of the organization locally, nationally and globally.

The Administrator must lead in a visionary, equitable and inclusive style with the Illinois Supreme Court, Commission, staff, and multiple Boards and Committees that support the organization, and must be skilled in relationship management across a range of stakeholders and professional constituents. The ideal candidate will lead as proficiently from a strategic standpoint as they do from an administrative and community standpoint and will enthusiastically spearhead efforts to devise and implement new rules and initiatives as needed to address the changing landscape of the legal profession, the ways that legal services are brokered and administered and any corresponding changes to the governing rules of ethics.

The Administrator has overall responsibility for the implementation of all activities and operations of the organization including staffing, financial oversight, communications, public relations, education, data initiatives (e.g. improving registration technology, maintaining security, etc.), office management, and organizational culture. The Administrator is also responsible for fostering positive relationships with external organizations and entities of Court that are involved in the regulation of the profession, the well-being of Illinois lawyers, and the effectiveness of the profession.



Major Duties and Qualifications

ARDC seeks a deeply passionate and progressive executive leader who can guide the direction of the ARDC employing strategy and innovation. They will lead by example, leveraging their people and relationship management skills and experiences in meaningful and impactful ways.

The Administrator will maintain a productive relationship with the Illinois Supreme Court and the Commission and work with both and the staff to set strategic direction enabling ARDC to adapt to a constantly changing external environment.

Operations and Financial Management:

- Work closely with the Commission and staff to provide the long-term vision of the ARDC's implementation of its mission to promote and protect the integrity of the legal profession.
- Assure that the organization makes consistent and timely progress on its long-range strategy to achieve its mission, vision, and goals.
- Innovate on ways the ARDC can better serve the attorney population and the general public.
- Ensure that internal systems work effectively, including those related to registration, investigation, hearings, appeals and discipline.
- Work with the staff, finance personnel, and the Commission to prepare a budget and ultimately ensure the organization operates within budget guidelines.

External Relations:

- Represent the ARDC as its chief spokesperson and serve as an external face of ARDC to the court system, at Bar events, conferences, government meetings, and with allied organizations.
- Maintain strong relationships with various stakeholders.
- Assure that the organization and its mission, programs, and services are consistently presented in a strong, positive way.
- Promote ARDC initiatives, including those that generate controversy.

Talent Management:

- Review team resources and workstreams to ensure proper allocation of personnel.
- Foster and maintain an organizational culture that is equitable and inclusive, where diversity is recognized as valuable to organizational success.
- Encourage staff development and education, foster a culture of mentorship and engagement, and optimize organizational effectiveness and retention.
- Assist staff with their specialized work to best serve the Illinois legal profession and propel the mission of the organization.
- Manage the recruitment, employment, and development of all personnel.
- Ensure an effective management team is in place with appropriate provision for succession.



Relationship Management:

- Act as the organization's brand ambassador with all stakeholders – effectively communicating the benefits and obligations of membership.
- Foster a spirit of collaboration, mentorship, engagement and well-being in the legal profession and the community they serve.
- Maintain a working knowledge of significant developments and trends in the lawyer regulatory field.

Qualifications & Characteristics

- A minimum of 10 years' legal practice experience in a governmental or administrative agency, law firm, Bar Association or similar setting.
- Prior practice or policy experience with legal ethics and professional responsibility matters.
- Prior leadership experience with demonstrated management and solid business sense.
- Demonstrated ability to engage and inspire through public speaking, relationship building and strategic communications.
- Ability to establish and communicate a clear vision that is compelling, accessible, and achievable.
- Demonstrated commitment to promote the values of diversity, equity, and inclusion.
- Demonstrated strategic mindset with a results and solutions-oriented ethos.
- Experience in strategic planning and budget management.
- A track record of promoting a culture of integrity, high performance, collaboration, and professional development.
- Ability to identify connections and leverage opportunities across an organization.
- Staff management: goal setting, work plan development, performance review and program delivery experience.
- A reputation of excellence and empathy in working with stakeholders at all levels.
- A current Illinois law license or ability to expeditiously attain that license.

Education

Candidates must possess an undergraduate degree from an accredited university, and a juris doctor from an accredited law school.

Compensation

Anticipated salary range is \$200,000- \$225,000 per year.

Application Process

Interested and qualified candidates are welcome to submit a resume and cover letter to:

ARDCAdministrator@kornferry.com



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