

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.

Under the direction of the Illinois Supreme Court, the ARDC registers and supports attorneys, produces and delivers innovative education and outreach programs, and provides restorative services. Through the thorough investigations of allegations of misconduct and selected proceedings, we address allegations of attorney misconduct and unauthorized practice of law. We ensure accountability while also advocating for those harmed by misconduct.

ROLE SUMMARY

The ARDC is currently seeking a Counsel, Protective Services Group to support the ARDC's mission by administering the Client Protection Program (CPP), managing practice receiverships under the Supreme Court Rule 776, and investigating unauthorized practice of law (UPL) matters. This position ensures these services are conducted effectively, lawfully, and fairly, thereby protecting the public and promoting the integrity of the legal profession.

KEY RESPONSIBILITIES

Client Protection Program

- Review, analyze and investigate claims submitted to the CPP in accordance with applicable Supreme Court Rules, ARDC Commission Rules and policies, and program guidelines
- Conduct factual and legal research to determine claim eligibility and evaluate losses
- Prepare written reports and recommendations on claims, including factual findings and legal conclusions, for review by the Manager, Protective Services Group
- Maintain accurate, current case records and data using ARDC systems

Law Practice Receiverships

- Assist in coordinating ARDC's responsibilities in law practice receiverships resulting from a lawyer's death or incapacity, including communication with court-appointed receivers
- When appointed, act on behalf of the ARDC Administrator in fulfilling receivership duties, including securing practice assets, inventorying files, notifying clients, and facilitating appropriate transfer of client matters
- Provide legal and procedural guidance to private attorneys acting as receivers and assist them in ensuring compliance with court orders and ARDC protocol

Unauthorized Practice of Law Investigations

- Investigate complaints and leads relating to the UPL by non-lawyers or attorneys admitted only in other jurisdictions
- Gather and analyze evidence, interview witnesses, and assess potential violations.
- Draft cease-and-desist letters and other enforcement communications as appropriate
- Collaborate with ARDC litigation counsel on initiating and pursuing formal UPL actions
- Track emerging UPL issues and recommend enforcement or prevention strategies

Communication and Stakeholder Interaction

- Communicate promptly and professionally with claimants, respondents, attorneys, and members of the public regarding matters handled by the Protective Services Group
- Represent ARDC in presentations, educational events, and interagency collaborations, as assigned
- Partner with ARDC groups to advance the organization's mission and strategic priorities

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 2-5 years of legal experience, preferably in professional regulation or civil litigation
- Strong legal research, analytical, problem-solving, and writing skills
- Excellent communication and interpersonal skills, particularly sensitivity in interacting with claimants and the public
- Highly organized with impeccable attention to detail, strong case management, and time management skills
- 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 detailed in the following link: [ARDC Benefits](#). Salary will be determined based on the candidate's experience and qualifications, with a targeted salary range of \$104,000 to \$130,000.

Interested parties should send a letter and resume to 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 to let us know the nature of your request and your contact information.