

Intake Paralegal

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 thorough investigations of complaints and fair proceedings, we address allegations of attorney misconduct and unauthorized practice of law. We ensure accountability while also advocating for those harmed by misconduct.

Currently, the ARDC is seeking a detail-oriented and dedicated Paralegal to join our Intake Group. This role plays a key part in the ARDC's mission by supporting the intake process for disciplinary matters. The Intake Paralegal serves as a critical point of contact for complainants and consumers of legal services and works directly with Intake Counsel to evaluate initial inquiries, gather information, and ensure cases move smoothly through the investigative process.

Key Responsibilities

- Assist Intake Counsel with the initial review of allegations of professional misconduct against attorneys licensed to practice law in Illinois and out-of-state attorneys who render legal services in Illinois, and allegations of unauthorized practice of law in Illinois
- Collect, review and summarize documentation and evidentiary materials submitted by complainants and respondents relevant to each matter
- Maintain accurate, detailed and organized case files and records using ARDC's case management system
- Draft correspondence, investigative memoranda and reports and subpoenas at the direction of Intake Counsel
- Track response deadlines and follow-up communications to ensure timely processing of investigative matters
- Assist Counsel in performing the duties of law practice receiver, including inventorying client files, preparing client notifications and assisting in drafting reports and pleadings
- Assist complainants in preparing complaints to the ARDC, ensuring their concerns are heard and understood, and guiding them in a respectful, clear, and empathetic manner through the process
- Initiate contact with complainants to verify completeness, accuracy and clarity of submitted materials, ensuring all necessary information is available to support a thorough preliminary review of a charge
- Respond to stakeholder inquiries by providing accurate information regarding investigation protocols, case status updates and complaint resolution procedures
- Perform legal and factual research to assist in assessing allegations of misconduct and prepare written reports summarizing findings
- Conduct fact-finding interviews of complainants and other witnesses and prepare written reports summarizing interviews
- Analyze investigation files, provide summaries, and progress updates to Intake Counsel
- Monitor news sources, legal journals and other media for reports suggesting potential misconduct by Illinois attorneys and directing such reports to Intake Counsel

Qualifications and Desired Skills

- Bachelor's degree in legal studies, paralegal studies, criminal justice or related field
- A minimum of 2 years of experience as a paralegal, legal assistant, or similar role
- Strong legal research, analytical, and writing skills
- Excellent communication and interpersonal skills, with the ability to interact with diverse groups of people
- High attention to detail, organization, and time management
- Expert-level proficiency in MS Office Suite, Adobe Acrobat Pro, and case management systems
- Commitment to ARDC's mission and values

The ARDC is committed to a culture of diversity and inclusion. We offer a hybrid schedule, a congenial work atmosphere, and an excellent benefits package 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 \$60,000 to \$75,000.

Please submit a cover letter along with your resume

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