

LITIGATION COUNSEL
Attorney Registration and Disciplinary Commission
Chicago, 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. Under the direction of the Illinois Supreme Court, the ARDC plays a vital role in preserving and advancing the integrity of the legal profession. We register and support attorneys, provide innovative education and outreach programs, and offer restorative services to help lawyers uphold the highest ethical standards. Through thorough investigations and fair proceedings, we address allegations of attorney misconduct and unauthorized practice of law, ensuring accountability while also advocating for those harmed by misconduct. Join us in shaping a legal profession that is ethical, trusted, and committed to serving the public.

The ARDC is currently seeking two full-time attorneys to join our dedicated litigation team for our Chicago 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 caseload 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, conducting discovery, and prosecuting cases before the ARDC 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.
- 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.
- Litigation experience preferred.

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 commensurate with experience, based on the salary range of \$96,800 to \$145,200.

Interested parties should send a letter, resume, and writing sample to counselposition@iardc.org.