

Manager, Protective Services Group

The Attorney Registration and Disciplinary Commission (ARDC) of the Supreme Court of Illinois seeks an experienced attorney and dynamic leader to serve as Manager for the newly created Protective Services Group. This position offers the opportunity to play a vital role in advancing the ARDC's commitment to fairness, transparency, and continuous improvement by ensuring that protective services are delivered with integrity and responsive to the public.

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.

The **Manager, Protective Services Group** will be responsible for the operational and tactical leadership over a multidisciplinary team administering the ARDC's Client Protection Program, coordinating matters in which the ARDC has been appointed as the receiver to wind down the practice of a deceased or disabled lawyer under Supreme Court Rule 776, and investigating allegations of the unauthorized practice of law. This role directly supports the ARDC's strategic priorities by promoting public protection through the responsive and equitable administration of claims, investigations of the unauthorized practice of law, overseeing receiverships, and enhancing public confidence in the legal profession through transparent and fair processes.

Key Responsibilities:

- Manage the day-to-day operations of the Client Protection Program (CPP), including reviewing, analyzing, and investigating claims in accordance with Supreme Court and Commission rules and program criteria
- Prepare written reports and recommendations on the disposition of claims based on legal and factual analysis; present findings to the Commission and the CPP Review Panel
- Coordinate the ARDC's role in court-ordered law practice receiverships triggered by a lawyer's death, disability, disciplinary action, or unexplained absence
- Provide support and procedural guidance to private practitioners who are appointed as law practice receivers, facilitating effective execution of receivership duties and responsibilities
- Investigate and assess complaints of unauthorized practice of law (UPL) by non-lawyers, disciplined lawyers and lawyers admitted only in other jurisdictions
- Pursue appropriate enforcement actions, including interventions, cease-and-desist communications, referral to law enforcement, or collaboration with ARDC litigation counsel to initiate formal UPL proceedings
- Represent the ARDC in presentations, education efforts, and interagency collaborations concerning CPP, Receivership and UPL activities
- Supervise staff members assigned to the Protective Services Group, providing clear expectations, ongoing coaching, opportunities for professional development and performance feedback

- Ensure appropriate case assignments, monitor team workload and performance metrics, and promote accountability across all functions
- Develop and deliver internal training and procedural guidance to ARDC staff on CPP operations

Qualifications and Desired Skills:

- Juris Doctor degree from an accredited law school
- Attorney licensed and authorized to practice law in Illinois
- Minimum 5 years of experience in professional regulation
- Civil litigation experience strongly preferred
- Supervisory or team management experience strongly preferred
- Excellent written and oral communication skills, with the ability to address sensitive issues with discretion and professionalism
- Commitment to ARDC's values of fairness, transparency, and public protection

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 \$126,000 to \$157,000.

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