

INVESTIGATOR Chicago and Springfield

As an agency of the Supreme Court of Illinois, the Attorney Registration and Disciplinary Commission (ARDC) is charged with promoting and protecting the integrity of the legal profession. The ARDC assists the Supreme Court in regulating the legal profession through registering lawyers, conducting education and outreach programs, investigating complaints of lawyer misconduct, prosecuting lawyer disciplinary proceedings, and advocating for remedial action on behalf of victims of lawyer misconduct.

Currently, the ARDC is accepting applications for full-time Investigators. Positions are available in both Chicago and Springfield. Responsibilities include:

- Conduct investigations of complaints of attorney misconduct and unauthorized practice of law as assigned and directed by counsel;
- Analyze and evaluate complaints and formulate investigative strategy in consultation with counsel;
- Research, obtain and analyze information and documents, including financial records;
- Interview complainants, witnesses, and other parties to verify or corroborate evidence;
- Prepare written reports of interviews, case reports and other actions taken for the investigative process;
- Provide testimony in disciplinary and unauthorized practice of law proceedings;
- Serve process; and
- Other duties as assigned.

Requirements: A Bachelor's Degree in Criminal Justice or related field, or a minimum of five years experience as an investigator. Proficiency in Microsoft Office Suite, including Word and Excel. Some travel outside of the office is required. Valid driver's license. Prior law enforcement experience highly desirable.

We provide a collegial work environment, competitive compensation, and an excellent benefits package. Interested parties should send a letter and resume to: employment@iadc.org