

## MANAGER, HUMAN RESOURCES

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 a full-time Manager, Human Resources for its Chicago office. The Manager in this generalist role will assist in the day-to-day operations of the Human Resources (HR) department, and among other responsibilities will:

- Provide support and assistance in planning and implementing HR initiatives, procedures and protocols and related matters;
- Ensure that employment related procedures, policies and guidelines are implemented and enforced in accordance with federal, state and local employment laws and regulations;
- Assist in the talent acquisition and recruitment process;
- Facilitate performance-management processes and identify and coach employees on areas for development;
- Provide support and guidance to employees and supervisors relating to various HR-related topics and issues;
- Act as a resource to staff regarding employee benefit programs;
- Maintain accurate and up-to-date personnel-related files and records;
- Perform audits to ensure compliance with all record keeping requirements; and
- Assist in maintaining office services and operations.

Requirements: A Bachelor's degree in Human Resources or relevant subject area. A minimum of three years of experience in an HR related field preferred. We provide a collegial work environment or atmosphere, competitive compensation and an excellent benefits package. Interested parties should send a letter and resume to: [employment@iadc.org](mailto:employment@iadc.org)