

For Immediate Release: March 2, 2022

## **ILLINOIS COURTS COMMISSION SEEKS FIRST EXECUTIVE DIRECTOR**

The Illinois Courts Commission (Commission) is seeking applicants for the position of Executive Director and General Counsel. The selected candidate will serve as the head of the agency and will supervise its day-to-day operations.

The Commission is the state's judicial disciplinary body under Article VI, Section 15 of the Illinois Constitution. Containing members drawn from the Supreme Court, the Appellate Court, and the Circuit Court, as well as public members who are not judges, the Commission decides complaints brought by the Judicial Inquiry Board against judges alleged to have committed misconduct or to be physically or mentally unable to perform their duties.

"It is important that the public knows that the judiciary values ethics and takes it very seriously," said Supreme Court Justice Mary Jane Theis, Chair of the Courts Commission. "Public confidence in our courts requires a robust judicial disciplinary system, overseen by an effective leader. Today's announcement by the Commission demonstrates its commitment to hiring such a person."

Administrative duties for the Commission previously fell to the Administrative Office of the Illinois Courts. However, an appropriation by the Illinois Legislature has made it possible for the Commission to hire staff, procure office space, and become the "independent Courts Commission" intended by the Constitution.

The title of "Executive Director and General Counsel" reflects the range of responsibilities that the newly created position will encompass. The role's administrative responsibilities will include administering the Commission's docket of cases involving complaints filed by the Judicial Inquiry Board, ensuring that the Commission's procedures and decisions are readily available to judges and the public, and responding to inquiries from judges, lawyers, the public, and the media. As General Counsel, the individual will prepare memoranda for the members of the Commission, help draft opinions, and serve as the Commission's lawyer.

The Executive Director and General Counsel will have an office at the Commission's headquarters in Chicago. A full job description and application information are included with this press release and are also available on the Commission website at [www.IllinoisCourtsCommission.gov](http://www.IllinoisCourtsCommission.gov). A completed application form with cover letter, curriculum vitae, writing sample, and the names and contact information of three (3) professional references must be submitted via the Commission website **by 5 p.m. Friday, April 8, 2022**.

For further information, the Commission may be contacted at [info@IllinoisCourtsCommission.gov](mailto:info@IllinoisCourtsCommission.gov).

ILLINOIS COURTS COMMISSION  
Job Description

**Executive Director and General Counsel**

Minimum Salary \$115,914

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**PURPOSE**

The Illinois Courts Commission is hiring its first Executive Director and General Counsel. The 1970 Illinois Constitution created a two-tiered judicial disciplinary system, consisting of the Judicial Inquiry Board as the investigative and prosecutorial body and the Courts Commission as the adjudicative body. The same person will serve as both Executive Director and General Counsel of the Courts Commission and will have the responsibilities described below.

**ESSENTIAL FUNCTIONS**

Administrative Responsibilities

- Supervise day-to-day operations of the Courts Commission.
- Administer the docket of cases pending before the Courts Commission.
- Oversee the scheduling of Courts Commission meetings and the preparation of meeting agendas and minutes.
- Oversee the scheduling of Courts Commission hearings.
- Oversee the development and maintenance of the Courts Commission website and social media presence.
- Hire and supervise staff (one or two individuals with responsibility for financial and clerical aspects of Courts Commission activities).
- Prepare annual reports and other reports as directed by the members of the Courts Commission.
- Oversee the preparation, presentation, administration, and implementation of the budget of the Courts Commission.
- Facilitate annual financial audit of the Commission.
- Serve as a liaison with other State agencies.
- Respond to inquiries from judges, lawyers, the public, and the media.

Legal Counsel, Research, Analysis, and Writing

- Serve as the lawyer for the Courts Commission.

- Prepare memoranda for the members of the Courts Commission concerning: legal, factual, or other issues pertaining to matters pending before the Commission; analysis of prior Commission decisions for relevant precedent regarding interpretation of Code of Judicial Conduct or appropriate disciplinary sanction; developments in other jurisdictions regarding judicial ethics, conduct, and discipline issues; and other issues as directed by the members of the Courts Commission.
- Prepare draft opinions on matters heard by the Courts Commission.
- Ensure compliance with the Courts Commission's Rules of Procedure.
- Recommend and draft new or amended Commission policies and procedures.

### Training and Outreach

- Provide orientation and training for Courts Commission members and staff.
- Plan, organize, and conduct judicial ethics, judicial conduct, and judicial discipline training for judges independently of or in conjunction with judges' associations, the Illinois Judicial College, and other organizations.
- Develop and conduct outreach and community programs to increase the public's awareness of the purpose and functions of the Courts Commission and the Code of Judicial Conduct.
- Develop materials for public awareness and educational purposes.
- Contribute to efforts to advance judicial ethics, judicial conduct, judicial discipline, and public confidence in the judiciary by, for example, participating in the activities of organizations devoted to those objectives.
- Discharge other duties as assigned by the Commission.

### **EDUCATION AND EXPERIENCE**

- A Juris Doctor from an accredited law school.
- Membership in, or eligibility to seek admission to, the Illinois Bar.
- Minimum of eight years of legal work experience, including litigation.
- Experience with judicial or lawyer ethical or disciplinary issues.

### **KNOWLEDGE AND SKILLS**

Demonstrated ability to discharge all of the foregoing "essential functions" of the position, including by:

- Handling confidential matters.
- Producing strong legal analysis, research, and writing.

- Writing clear and concise reports, complete with recommendations.
- Communicating effectively both verbally and in writing.
- Serving as an effective educator, in formal and informal settings, for audiences ranging from Courts Commission members to judges to the public.
- Establishing and maintaining effective working relationships with judges, staff, supervisors, and other personnel.
- Supervising and training non-lawyer staff.
- Developing and adhering to a budget.
- Exhibiting proficiency in Microsoft Office, including Word, Excel, and Outlook.
- Applying knowledge of basic website design and development.

### **PHYSICAL REQUIREMENTS**

- Professional office working environment requiring telephone and computer usage and ability to process written and electronic documents.
- Ability to sit for extended time periods.
- Ability to travel frequently statewide. Some out-of-state overnight travel may be required.

**Completed application form with cover letter, curriculum vitae, writing sample, and the names and contact information of three (3) professional references must be received through the website of the Courts Commission ([www.IllinoisCourtsCommission.gov](http://www.IllinoisCourtsCommission.gov)) by 5 p.m. Friday, April 8, 2022.**