**Job Posting**

**Job title:** **Staff Attorney**
**Job location:** **Springfield, IL (On-Site)**
**Salary:** **$95,000 per year**
**Job Type:** **Full-Time**

**About Us**

The Illinois Board of Admissions to the Bar (IBAB) is a private agency authorized by the Illinois Supreme Court to oversee all aspects of attorney admissions in the state. We are a small, mission-driven team committed to integrity, confidentiality, and excellence in public service.

Our Springfield office is located within walking distance of the State Capitol and the Supreme Court Building - an ideal setting for legal professionals who value purpose-driven work and a balanced lifestyle.

**Job Summary**
We are seeking a highly qualified Staff Attorney to join our professional team. This is a unique opportunity for an experienced attorney to contribute to the legal profession in a meaningful way-outside the traditional practice of law.

**Key Responsibilities**

- Analyze and evaluate sensitive, confidential materials related to bar applicants
- Draft clear and comprehensive memos and correspondence
- Apply strong ethical judgement in reviewing applicant backgrounds
- Learn and use customized agency software to manage data and workflows
- Communicate professionally with applicants, attorneys, and court personnel
- Assist in recommending amendments to various Illinois Supreme Court Rules and participate in public hearings
- Participate in at least two weeks of work-related travel annually to administer the Illinois Bar Exam
- Report directly to the Senior Staff Attorney and Director.

**Qualifications**

- Licensed to practice law in Illinois and in good standing (no disciplinary history)
- Minimum of three years of legal practice
- Demonstrated experience reviewing and interpreting rules, regulations, statutes, or other complex legal frameworks
- Excellent legal writing, research, and analytical skills
- Strong attention to detail and ability to manage complex, confidential information
- Technologically proficient and comfortable with learning new systems
- Highly professional, discreet, and ethical
- Motivated, intellectually curious, and able to work independently and collaboratively

**What We Offer**

- $95,000 annual salary
- Comprehensive benefits package (health, dental, retirement, paid time off)

- A collegial, supportive work environment
- Predictable hours and excellent work-life balance
- A stable, long-term opportunity to make an impact in the legal field

**How to Apply**
Submit your resume, cover letter, and a writing sample via email to kmcmasters@ilbaradmissions.org. Applications will be reviewed on a rolling basis until the position is filled.

Join our team and help maintain the integrity of the legal profession in Illinois.