



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Assistant General Counsel
Division: Legal
Location: Springfield or Chicago, Illinois
Salary: Commensurate with experience

Overview: This is a professional-level legal position that drafts, analyzes, and reviews requests for proposals, transactional agreements, interagency agreements, and legal memoranda for various divisions regarding obligations of the Illinois State Treasurer's Office ("Office"). The individual in this position assists with on-going litigation involving an assigned portfolio, provides guidance and counsel regarding legislative matters, interpretation of contracts, and application of laws, rules, and policies to Office programs, and performs other related duties as assigned.

Duties and Responsibilities:

- Reviews briefs, pleadings, and works with the Attorney General's office and outside counsel on litigation matters as directed by the General Counsel.
- Provides guidance and counsel regarding various Office programs and activities.
- Works closely with Human Resources Division regarding employment and labor laws issues.
- Reviews and analyzes proposed legislation and administrative rules having a potential impact on the Office.
- Drafts, analyzes, and reviews a broad range of transactional agreements including general services, technology, research, supply contracts and other related documents in compliance with procurement laws, rules, and applicable policies.
- Drafts, analyzes and reviews solicitation documents, such as Requests for Proposals, Invitations for Bid, and Requests for Qualifications.
- Conducts legal research regarding pertinent legal issues, including statutory obligations, rights, duties, and recourse.
- Serves as a collaborative partner to internal stakeholders and provides pragmatic, focused legal counsel on legislative matters, interpretation of contracts, and application of laws, rules, and policies to Office programs.

Specific Skills:

- Exemplary written, communication and human relations skills.
- Strong attention to detail.
- Demonstrated ability to plan effectively.
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public.

Education and Work Experience: Juris Doctor degree from an accredited law school; must be admitted and in good standing to practice law in the State of Illinois; five (5) years of experience practicing law in the areas described above; experience in government, procurement, and/or finance desired.

Certificates and Licenses Required: Must be licensed to practice law by the State of Illinois Supreme Court.

Application Process: Send completed application including letter of interest and resume via email to

HR@illinoistreasurer.gov

http://www.illinoistreasurer.gov/Office_of_the_Treasurer/Employment_Opportunities

Equal Employment Opportunity Employer. Applicants must be lawfully authorized to work in the United States

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