



## OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

### JOB OPPORTUNITY ANNOUNCEMENT

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

**Overview:** This is a professional-level legal position that drafts, analyzes, and reviews transactional agreements, requests for proposals, interagency agreements, and legal memoranda for various divisions of the Illinois State Treasurer's Office. The individual in this position reviews and provides legal advice regarding various programs of the Illinois State Treasurer's Office, oversees selected on-going litigation, and performs other related duties as assigned by the General Counsel.

#### Duties and Responsibilities:

- Reviews and provides legal advice concerning various programs of the Illinois State Treasurer's Office.
- Drafts, analyzes, and reviews transactional agreements and Requests for Proposals (RFPs) for various office procurements.
- Conducts legal research and drafts legal memoranda regarding various issues pertinent to the Illinois State Treasurer's Office including statutory obligations, rights, duties, and recourse.
- Analyzes proposed legislation and administrative rules having a potential impact on the Illinois State Treasurer's Office.
- Oversees on-going litigation matters - reviews briefs, pleadings, and works with the Attorney General's office and outside counsel on litigation matters as directed by the General Counsel.
- Works closely with other members of the Illinois State Treasurer's Office for special projects as needed.

#### Specific Skills:

- Exemplary written skills
- Excellent human relation skills
- Extremely strong verbal communication 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

**Chief Operating Officer @ [HR@illinoistreasurer.gov](mailto:HR@illinoistreasurer.gov)**  
[http://www.illinoistreasurer.gov/Office\\_of\\_the\\_Treasurer/Employment\\_Opportunities](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

State Capitol  
Room 219  
Springfield, IL 62706  
Phone: (217) 782-2211  
Fax: (217) 785-2777  
TTY: (866) 877-6013

James R. Thompson Center  
100 West Randolph Street  
Suite 15-600  
Chicago, IL 60601  
Phone: (312) 814-1700  
Fax: (312) 814-5930  
TTY: (866) 877-6013

Illinois Business Center  
400 West Monroe Street  
Suite 401  
Springfield, IL 62704  
Phone: (217) 782-6540  
Fax: (217) 524-3822  
TTY: (866) 877-6013

Myers Building  
One West Old State Capitol Plaza  
Suite 400  
Springfield, IL 62701  
Phone: (217) 785-6998  
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