



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

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

Overview: This is a senior level position that has management, supervisory and administrative responsibility over the legal affairs of the Illinois State Treasurer's Office. Manages legal staff and provides legal guidance and advice to the Administration.

Duties and Responsibilities:

- Provides legal guidance and advice to the Illinois State Treasurer, Chief of Staff and other members of senior staff.
- Supervises and/or participates in the research and preparation of legal memoranda.
- Evaluates contracts, legislation, administrative regulations and other legal documents.
- Supervises and/or interprets, researches and compiles timely responses to Freedom of Information Act requests.
- Supervises and/or prepares responses to internal requests for legal opinions.
- Assists in the drafting and coordination of legislation for the Treasurer's Office in conjunction with the Chief of Staff and Chief Legislative and Policy Officer.
- Handles general legal matters on aspects of policy and assists as necessary in the formation of policy.
- Represents the Treasurer's Office in legal proceedings.
- Oversees outside counsel, coordinating all activities and actions.
- Confers with senior staff on matters involving legal interpretation and decisions related to activities of the Treasurer's Office, policy questions and operating issues.
- Works closely with Human Resources on Union and labor matters and any other employee issues requiring legal determinations.
- Oversees procurement activities of the Treasurer's Office including supervising the Chief Procurement Officer.

Education and Work Experience: Four (4) year college degree and advanced legal degree (Juris Doctorate) from an American Bar Association accredited law school; seven (7) to ten (10) years of legal experience with experience in government law; and three (3) or more years of management experience 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

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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