



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
Work Hours: 8:30 A.M. – 5:00 P.M.

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. The individual in this position oversees on-going litigation involving the office and performs other matters as assigned.

Duties and Responsibilities:

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

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 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:

Director of Human Resources & Equal Employment Opportunity @ 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

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
Fax: (217) 557-9365
TTY: (866) 877-6013