



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

**JOB OPPORTUNITY ANNOUNCEMENT**

**Job Title:** Assistant General Counsel  
**Division:** Legal  
**Location:** Chicago or Springfield, 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 procurement documents, such as requests for proposals and invitations for bid, transactional agreements, interagency agreements, and legal memoranda for various divisions regarding obligations of the Office of the Illinois State Treasurer. The individual in this position will assist the Chief Procurement Officer by helping administer procurement activity and ensuring that applicable state laws, rules and regulations are met with regards to purchases. The Assistant General Counsel will oversee on-going litigation involving the office and perform other matters as assigned by the General Counsel and the Chief Procurement Officer.

**Duties and Responsibilities:**

- Drafts, analyzes and reviews Requests for Proposals (RFPs), Requests for Information (RFIs) and Invitations for Bids (IFBs), and procurement notices.
- Drafts, analyzes and reviews transactional agreements.
- Negotiates or renegotiates, and administers contracts with vendors/suppliers according to state laws, administrative rules, and best practices.
- 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 legal memoranda regarding various issues pertinent to the statutory obligations of the Office of the Illinois State Treasurer.
- Conducts legal research regarding pertinent legal issues
- Analyzes proposed legislation having a potential impact on the Office of the Illinois State Treasurer.
- Works closely with other members of the Office of the Illinois State Treasurer for special projects as needed.

**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. Certified Public Procurement Officer (CPPO) or Certified Professional Public Buyer (CPPB) designation preferred.

**Application Process:** Send completed application including letter of interest and resume via email to **Director of Human Resources & Equal Employment Opportunity @ [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  
Fax: (217) 557-9365  
TTY: (866) 877-6013