



OFFICE OF THE ILLINOIS STATE TREASURER MICHAEL W. FRERICHS

JOB OPPORTUNITY ANNOUNCEMENT

Job Title: Assistant General Counsel
Division: Legal
Location: Springfield, 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 of the Illinois State Treasurer's Office. The individual in this position reviews and provides legal advice regarding complex claims filed with the Unclaimed Property Division, oversees selected on-going litigation, and performs other related duties 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 as directed by the General Counsel.
- Reviews and provides legal advice concerning complex claims filed with the Unclaimed Property Division.
- Drafts, analyzes, and reviews transactional agreements for various office procurements.
- Drafts, analyzes, and reviews Requests for Proposals (RFPs).
- 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 and administrative rules 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.

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
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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