

**OFFICE OF THE SECRETARY OF STATE  
DEPARTMENT OF PERSONNEL**

**LEGAL ADVISOR I**

**Position Code: K4801**

**DISTINGUISHING FEATURES OF THE CLASS**

Under administrative direction, as a staff attorney, performs routine legal work, or performs beginning-level technical legal functions with limited related advisory responsibilities; conducts investigations and research activities to determine facts, prepare administrative orders or decisions, or drafts routine legislative bills and resolutions; processes legal documents or papers.

**ILLUSTRATIVE DUTIES AND RESPONSIBILITIES**

1. Plans and conducts routine legal research or management studies and prepares administrative reports.
2. Confers with the general public, witnesses, other attorneys, legislators, board and commission members, employers concerning statutory interpretations and compliance.
3. Drafts proposed bills, amendments, resolutions, procedures, rules and regulations.
4. Revises, codifies and clarifies current legislation by preparing, editing, and advising on digests, reports and opinions.
5. Participates in the administrative hearings process; prepares pleadings and takes depositions.
6. May confer and advise on routine legal or administrative problems within the department.
7. Reviews and reports on legal processes including petitions and notices.
8. May conduct negotiations with claimants, violators and interested parties with limited authority to settle claims.
9. Performs other duties as required or assigned.

**REQUIREMENTS:**

**Education and Experience**

Requires the possession of a license to practice law in Illinois.  
Requires no previous experience.

## **LEGAL ADVISOR I (Continued)**

### **Knowledge, Skills and Abilities**

Requires working knowledge of the common law and of the State and Federal laws relating to administrative and regulatory functions.

Requires working knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trial procedures.

Requires elementary knowledge of management practices and procedures.

Requires ability to maintain satisfactory working relationships with superiors, other attorneys, employees and the general public.

Requires ability to present material in clear and logical form for oral or written presentation, as briefs, orders, reports or decisions.

Requires ability to exercise sound judgement in appraising and evaluating problems of a procedural nature.

Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - December 14, 1988

Effective - December 16, 1988

### **EXAMINATION INFORMATION**

Tests and Weights:                      Education and Experience, 100%

Length of Eligibility:                    1 year