

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

LEGAL ADVISOR II

Position Code: K4802

DISTINGUISHING FEATURES OF THE CLASS

Under administrative direction, as a staff attorney, independently performs specialized legal or administrative work, or performs complex technical legal functions with related advisory responsibilities of a specialized nature; conducts hearings, investigations and research activities to determine facts, prepares administrative orders or decisions, or drafts legislative bills and resolutions; processes complex legal documents or papers.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans and conducts extensive and complex legal research or management studies and prepares administrative reports.
2. Confers with the general public, witnesses, other attorneys, legislators, board and commission members, employers on difficult problems of 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. Confers and advises on legal or administrative problems within the department.
7. Reviews and reports on legal or administrative processes including petitions, notices and orders in litigation.
8. May conduct negotiations with claimants, violators and interested parties with 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.

LEGAL ADVISOR II (Continued)

Requires one year of professional experience in the practice of law.

Knowledge, Skills and Abilities

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

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

Requires working 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