

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

SENIOR LEGAL ADVISOR

Position Code: K8250

DISTINGUISHING FEATURES OF THE CLASS

Subject to administrative approval, serves as primary legal advisor and counsel to a department director concerning programs administered by the department or supervises staff attorneys in hearings, special investigations and research for the determination of facts, the issuance of administrative orders or decisions, or the drafting of complex legislation, regulations, rules or procedures; counsels department administrative officials on matters of policy and organization; conducts or assists other attorneys on special cases which may have important implications in the department; may coordinate the activities of other professional attorneys.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Provides primary legal advice and consultation to the administrative head of a department in the Office of the Secretary of State.
2. Supervises attorneys in specific legal functions concerning programs administered by the department.
3. Confers with attorneys, legislators, commission and board members, labor organizations and other governmental agencies at all levels, on difficult problems of statutory interpretations and compliance.
4. May assist in creating, planning, developing and implementing programs and procedures to carry out the statutory requirements of the department.
5. Counsels departmental managerial staff on matters of administration, organization, policies and procedures.
6. Directs or participates in the drafting of proposed bills, amendments, resolutions and implements procedures, rules and regulations.
7. Revises, modifies and clarifies current legislation by preparing, editing and advising on legal memoranda, reports and opinions.
8. May supervise and participate in special investigations and reviews reports of activities; recommends appropriate action to departmental administrative staff.
9. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires the possession of a license to practice law in Illinois. Requires three years professional experience in the practice of law.

SENIOR LEGAL ADVISOR (Continued)

Knowledge, Skills and Abilities

- Requires thorough knowledge of the common law, Federal and State laws and regulations pertaining to the agency programs.
- Requires extensive knowledge of judicial and quasi-judicial and administrative procedures and the rules at all judicial levels.
- Requires extensive knowledge of legal methods, practices and procedures in the department.
- Requires working knowledge of management principles and practices.
- Requires ability to plan, supervise and review the work of legal and quasi-legal activities.
- Requires ability to draft complex and technical legal documents.
- Requires ability to develop and maintain effective professional and public contacts and satisfactory working relationships with others.
- Requires ability to analyze and appraise facts, evidence and precedents in developing pertinent issues and in applying fundamental principles to unusual, difficult and complex problems and to give full and complete expression to such issues, facts, evidence and precedents.
- Requires willingness to travel and possession of a valid Illinois drivers' license as required by individual positions within the class.

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

Effective - December 16, 1988