

## **Deputy General Counsel**

Under the supervision of the General Counsel, the Deputy General Counsel provides legal counsel and advice to the Governor's Office of Management and Budget's (GOMB) Director and staff. The successful candidate will: conduct legal research and provide analysis and advice regarding significant matters affecting the State's budget and financial transactions; collaborate and coordinate with the Governor's legal counsel and the general counsels of other State agencies and constitutional offices on legal matters, including intergovernmental agreements and litigation affecting the operation of State government; draft memoranda, legislation, rules, contracts and other legal documents, share responsibilities and duties for legal functions with other members of the GOMB legal team, and perform other duties as assigned that are reasonably within the scope of the legal, budgetary, fiscal, and public policy duties described above.

**In consultation with the General Counsel, the Deputy General Counsel may be asked to perform the following illustrative tasks:**

- Provide legal analysis and support to GOMB's Director and staff concerning the interpretation and application of all manner of finance-related laws, rules, and regulations;
- Draft and review budget related legislation;
- Draft and review administrative rules;
- Draft and review contracts for products and services required by the office;
- Serve as GOMB's Procurement Officer;
- Conduct legal research on public finance matters and agency operational issues, which includes researching and reviewing the legislative history of Illinois laws;
- Develop and recommend administrative policies and procedures for the GOMB office, including those involving personnel matters;
- Provide legal support for various state bond issuances and other debt related initiatives;
- Participate in the development of the annual Budget Book;
- Coordinate with the Governor's legislative office and the General Assembly's staff the drafting and development of legislative proposals and legislation;
- Draft and review policies, memoranda, and other legal documents;
- Provide legal support related to Freedom of Information Act, Open Meetings Act, State Officials and Employees Ethics Act, and Illinois Procurement Code compliance;
- Offer legal input into internal audit processes and state and federal audits and reporting;
- Provide legal support to and/or staff boards, commissions and authorities under GOMB's jurisdiction;
- Update the GOMB's records retention schedules; and
- Perform such other duties as assigned.

### **EDUCATION, EXPERIENCE AND ATTRIBUTES**

The Deputy General Counsel must possess a juris doctor degree and must be licensed by the State of Illinois at the time of application. The ideal candidate will possess at least three years of experience in the practice of law and in Illinois government legal practice. The successful candidate must have excellent oral and written communication skills, possess sound judgment, work well independently, and demonstrate an interest in public service. State procurement, administrative rulemaking, and legislative drafting experience are a plus.

### **WORK LOCATION**

This position is based in Springfield; occasional overnight travel is required. The Stratton building and GOMB offices are ADA-accessible.

**SALARY/COMPENSATION, BENEFITS AND POSITION CLASSIFICATION**

Salary and position classification will be based on the level of experience when a job offer is made.

As a State of Illinois employee, you receive a comprehensive benefits package including:

- Health, Life, Vision, and Dental Insurance
- Pension Plan
- (10) Weeks paid Maternity/Paternity Leave
- Deferred Compensation Program and other pre-tax benefit programs (Medical/Daycare)
- Employees earn (12) paid Sick Days annually.
- New Employees earn (10) paid Vacation Days their first year of service and can earn up to (25) paid Vacation Days annually.
- Employees earn (3) paid Personal Days annually.
- (13-14) paid holidays annually (based on start date)

**Submit resumes by e-mail, mail, or fax.**

**E-mail:** [jobs.omb@illinois.gov](mailto:jobs.omb@illinois.gov)

**Attention Personnel:**  
603 Stratton Building  
Springfield, IL 62706

**Fax:** 217-524-4876

**NON-DISCRIMINATION POLICY**

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of their actual or perceived race, color religion, national origin, ancestry, sex, age, disability, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, or unfavorable discharge from military status, or status as a disabled veteran or veteran of the Vietnam era, in accordance with the applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.