



# Illinois Department of Transportation

## Memorandum

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To: DEPUTY SECRETARIES, DIRECTORS AND BUREAU CHIEFS  
From: Becky Koehler  
Bureau Chief of Personnel Management  
Subject: Technical Vacancy  
Date: July 5, 2018

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Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 6, 2018 in the designated areas.

The deadline for applicants to submit their applications for consideration is **4:30 p.m. on Thursday, July 19, 2018**. Applications will not be accepted after that time and date.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**

If you have any questions, please contact the Bureau of Personnel Management at 217/782-5594.

TM III

Legal Advisor  
Bureau of Legal Services-Chicago  
Office of Chief Counsel  
Chicago

Attachments  
42889

Technical Applications [PM1080 rev 6/1/17](#)\*\***must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov) by **Thursday, July 19, 2018**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

**NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.**



## Illinois Department of Transportation

An Equal Opportunity Employer

### Position Summary Sheet

<b>Classification:</b>	<b>Technical Manager III</b>	<b>Salary:</b>	<b>\$4,670 - \$6,483*</b>
<b>Position Title:</b>	<b>Legal Advisor</b>	<b>Union Position:</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Position Number:</b>	<b>PW413-23-30-300-00-01</b>	<b>IPR#:</b>	<b>42889</b>

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#### Office/Central Bureau/District/Work Address:

Office of Chief Counsel / Bureau of Legal Services-Chicago / 69 West Washington Suite 2100, Chicago, IL

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#### Description Of Duties:

This position utilizes effective computer and communication skills to support multiple attorneys in the Chief Counsel's Office with minimal supervision. This position performs a variety of legal support activities including: statistical analysis, investigation, data entry, coordination, research, preparation of document summaries, legal drafting, providing information to others, and other related duties.

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#### Special Qualifications:

##### Required:

- Valid driver's license
- Occasional statewide travel

##### Desired:

- Four years of college preferably with major courses in business administration, political science, public administration, communication or law
- Four years of experience in public or business administration, research, communication or law
- Experienced professional with a strong sense of discretion, and organizational skills
- Solid computer skills, statistical entry, and broad experience with research, legal documents, case management, and case preparation
- Ability to multitask effectively and attention to detail are essential
- Knowledge of legal practices, procedures, and legal office document management
- Proficient in the organization, composition and drafting of legal correspondences, numerical or tabular materials, and legal research
- Experience working in an attorney's office or governmental/quasi-governmental legal office
- Knowledge of, and ability to apply, legal methods, practices and procedures to assist multiple and varying needs
- Ability to work well in teams and independently, and maintain harmonious relationships

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#### Shift/Remarks:

8:00 am – 4:30 pm / Monday – Friday

\*Individual salary offers are computed based on an applicant's current position and experience level in comparison to the posted title as well as internal equity of staff in the organizational unit.

\*\*Technical Application PM1080 (revised 6/1/17) is required. No previous version of the PM1080 will be accepted.

**ILLINOIS DEPARTMENT OF TRANSPORTATION  
POSITION DESCRIPTION**

<b>DATE:</b>	3/23/2018	<b>POSITION:</b>	Legal Advisor
<b>APPROVED BY:</b>	Joanne Fehn	<b>OFFICE/DIVISION:</b>	Office of Chief Counsel
<b>CODE:</b>	PW413-23-30-300-00-01	<b>REPORTS TO:</b>	Senior Assistant Chief Counsel- Chicago

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***Position Purpose***

This position utilizes effective computer and communication skills to support multiple attorneys in the Chief Counsel's Office with minimal supervision. This position performs a variety of legal support activities including: statistical analysis, investigation, data entry, coordination, research, preparation of document summaries, legal drafting, providing information to others, and other related duties.

***Dimensions***

Legal Drafting:	20%
Statistical Analysis:	20%
Document/Case Reviews:	20%
Research & Legal Research:	20%
FOIA intake & Monitoring:	10%
Other Duties as Assigned:	10%

***Nature and Scope***

This position reports to the Senior Assistant Chief Counsel-Chicago. No positions report to this position.

The incumbent is expected to function professionally to provide organizational skills, computer skills, and perform a variety of legal support, research, reviews, document management and related duties for multiple attorneys. Although located in the Chicago Office, there is coordination with legal staff located throughout the state, primarily in Springfield and Schaumburg.

The greatest challenge to this position is to provide prompt completion of tasks and analyses or recommendations regarding issues raised from assignments. Incumbent must maintain composure during stressful situations that can exist or result from workloads and/or deadlines. Incumbent must be able to prioritize effectively, follow complex instructions, disseminate information, provide instructions and guidelines clearly, prepare and present material with minimal supervision. Incumbent must use diplomacy and discretion in responding or providing information and maintain confidential information in accordance with all policies, guidelines and laws. The incumbent is expected to work well in teams and independently and seek solutions to challenges as they arise.

The incumbent is personally responsible for coordinating the workloads of the attorneys by providing efficient support, monitoring deadlines, and notifying the supervisor of any potential issues. The incumbent will attend appointments and meetings and will prepare minutes and legal memorandums. S/He will present legal research findings and/or data analysis to assist the office in making sound legal decisions. S/He will be responsible for maintaining legal file content. Incumbent will be required to analyze the needs of the Office of Chief Counsel at the Chicago location and make recommendations to the supervisor.

The incumbent evaluates matters of a sensitive and complex nature and offers recommendations to the immediate supervisor for resolution. This position is responsible for implementing the agreed upon course of action. The incumbent is constrained by departmental regulations and federal/state policies and procedures.

This position has contact with numerous department staff from the Offices of Chief Counsel, Secretary, Intermodal Project Implementation, Finance and Administration, Highway Project Implementation, Business and Workforce Diversity, Communication, Legislative Affairs, Planning and Programming, and Internal Audit. Externally, the incumbent has contacts with vendors, consultants, other governmental agencies, and the general public. Occasional travel within the state is required.

The effectiveness of this position can be measured by the incumbent's ability to professionally undertake and complete tasks, manage work flow and the needs of the office without adversely affecting operational efficiency of the unit or individual attorneys within the unit.

***Principal Accountabilities***

1. Coordinates and monitors workload of attorneys and tracks deficiencies to ensure accurate and timely work flow of the unit.
2. Provides legal support skillfully and accurately with minimal errors.
3. Analyzes and ensures accuracy for a variety of Office of Chief Counsel documents.
4. Supports and assists attorneys in the Office of Chief Counsel in Chicago to ensure tasks are completed in a timely and effective manner.
5. Attends appointments and meetings as needed and prepares legal documents as requested.
6. Tracks and responds to Freedom of Information Act requests as instructed and as needed.
7. Researches, collects information, and prepares and processes a variety of legal documents and correspondence.
8. Organizes and manages legal documents and legal files.
9. Analyzes work flow, priorities, and case management with attorneys in an effective manner.
10. Reviews, verifies, and monitors all pending cases to avoid default in filing pleadings.
11. Performs other duties as assigned.
12. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.