

# Job Title: TECHNICAL ADVISOR V - ASSISTANT CHIEF COUNSEL - IPR#45887

**Agency:** Department of Transportation

**Closing Date/Time:** 10/05/2022

**Salary:** \$5,745 - \$9,840 Monthly

**Job Type:** Salaried Full Time

**County:** Cook

**Number of Vacancies:** 2

**Plan/BU:** Non-Union

\*\*\*\*\***A RESUME IS REQUIRED FOR THIS JOB POSTING**\*\*\*\*\*

Please attach a **DETAILED Resume/Curriculum Vitae (CV)** to the **MY DOCUMENTS** section of your application. You WILL NOT be considered for the position if you attach a CMS100, CMS100b or any other document that is not a Resume or CV.

**All applicants who want to be considered for IDOT positions MUST apply electronically through the [illinois.jobs2web.com](http://illinois.jobs2web.com) website.**

**Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.**

**\*This position is covered by the Revolving Door Prohibition Policy.**

## Agency Mission Statement

The Illinois Department of Transportation is seeking to hire an Assistant Chief Counsel.

The IDOT team works diligently to provide safe, cost-effective transportation for Illinois in ways that enhance quality of life, promote economic prosperity and protect our environment. We are problem solvers and leaders, constantly searching for innovations and improvements in support of our commitment to providing the best multimodal transportation system for Illinois.

Our team fosters a culture of inclusivity. We value diversity and hold ourselves to the highest ethical standards as we work together for a common purpose. Team members frequently collaborate with colleagues and others outside the department to best meet customer needs.

The department offers extensive training and career advancement opportunities. Employees also receive a robust benefit package including:

- Monday-Friday work schedule
- Flexible work schedules are available in many program areas.
- 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)
- Tuition Reimbursement

We invite qualified applicants to apply to become part of our team. We are confident that you will take pride in serving Illinois and its residents and visitors.

## Job Responsibilities

This position is responsible for providing effective and high-quality legal services for the department such as advice, solutions, legal and legislative analysis, research, and opinions as well as assistance with other governmental legal-related matters. The incumbent provides guidance and support to internal and external teams; drafts and negotiates grants and contracts; and engages in public administration, compliance, policy development, and litigation.

Grant and agreements reviewed and drafted: 30 - 50 annually  
Advice on projects provided: 10+ annually  
Internal legal opinions provided: 25 - 50 annually  
Litigation assistance and support provided: 15 - 30 cases annually  
Legislative cases analyzed: 5 - 10 annually  
Number of land acquisition parcels managed: 1,500 – 2,000 annual  
Value of Land Acquisition Program managed: \$500 - \$700 million annually  
This position reports to the Senior Assistant Chief Counsel – Chicago Region. There are no subordinates reporting to this position.

This position functions within the Office of Chief Counsel which is responsible for resolving legal, policy, and compliance matters encountered by the department. The incumbent prioritizes assignments, goals, and objectives and is involved in research, analysis, and decision making which may be highly specialized. This includes providing support, guidance, and advice to the Office of Highways Project Implementation, Office of Finance and Administration, Office of Communications, Office of Legislative Affairs, and Office of Business and Workforce Diversity. The incumbent utilizes a thorough knowledge of state and federal statutory law, rules, regulations, case law, and the department's policies, procedures, and operations.

Typical problems facing the incumbent include clearing unusually complicated titles; developing solutions for reducing backlogged condemnation cases; developing an efficient system for reviewing increased numbers of parcel acquisitions; evaluating state and federal legislation, regulations, and rules; preparing and formulating departmental legislative positions and initiatives; and analyzing and interpreting departmental and other local government's statutory authority. Other typical problems include reviewing contracts, preparing and disputing resolutions, overseeing and managing legal aspects of the department's land acquisition programs and projects, determining appropriate solutions to complicated land acquisition issues in a timely manner, and providing assistance to the Illinois Attorney General's Office and outside counsel representing the department in litigation.

The major challenge to the incumbent is to provide prompt resolution to the various legal and policy questions raised in the department's daily operations and promptly clear titles to property required for the acquisition of right-of-way for the department's transportation projects.

### **(Job Responsibilities continued)**

The incumbent is personally responsible for certifying and/or approving clear titles to all property acquired by the state with no liens or encumbrances so that the state's ownership of such property is absolute. S/He approves participation in agreements for the joint acquisition of rights-of-way which require coordination with staff in the Bureau of Land Acquisition, Bureau of Design and Environment, and Bureau of Local Roads and Streets as well as with other governmental entities. The incumbent facilitates the disposition of excess department property and provides complete and accurate title information to the prospective buyers of such property. The incumbent is also responsible for a variety of other legal issues, as assigned, including research, document reviews, documentation preparation, legal analysis, interpretation, legal drafting, and providing legal advice to the department (generally to staff in the Chicago and District 1 offices). Challenges or issues arise on a case-by-case basis. This generally requires the incumbent to review and analyze a myriad of facts or circumstances to ascertain the nature of the problem, legal and policy issues, and optimum course of action to affect a solution. The result is either the formulation of a legal decision or a presentation of relevant policy options or decision points. At the discretion of the Senior Assistant Chief Counsel – Chicago Region, s/he is assigned responsibility and accountability for performing the required professional legal functions associated with the timely acquisition of right-of-way required for the construction of highway improvements and local agency transportation facilities to meet established letting dates and to treat affected property owners equitably.

The incumbent works independently or within a team to complete assignments. Work is subject to approval by the Senior Assistant Chief Counsel – Chicago Region. This position is expected to seek the concurrence or guidance of the Senior Assistant Chief Counsel – Chicago Region on major issues or complex matters. Some work assignments are solved independently on a day-to-day basis whereas other assignments require teamwork. The incumbent follows departmental regulations, policies, and procedures as well as all applicable state and federal laws to carry out his/her responsibilities.

Internally, the incumbent maintains contact with other attorneys and staff in the Office of Chief Counsel and has substantial contact with staff in the Office of Highways Project Implementation, Office of Finance and Administration, Office of Communications, Office of Legislative Affairs, Office of Business and Workforce Diversity, and some contact with staff in other offices and bureaus within the department. Externally, the incumbent has contact with staff in other state agencies, grant recipients, the Illinois Attorney General's Office, cities, villages,

counties, and other transportation and federal agencies. This position requires periodic statewide travel which may include overnight stays and occasional travel to the department's offices in Schaumburg, Illinois.

The effectiveness of this position is measured by the incumbent's ability to provide accurate and prompt legal and policy advice that results in the effective resolution of challenges that confront the department.

## **Principal Accountabilities**

1. Certifies and/or approves clear titles to all property acquired by the state to ensure there are no liens or encumbrances so that the state's ownership of such property is absolute.
2. Approves participation in agreements for the joint acquisition of rights-of-way which require coordination with staff in the Bureau of Land Acquisition, Bureau of Design and Environment, and Bureau of Local Roads and Streets as well as with other governmental entities.
3. Facilitates the disposition of excess department property and provides complete and accurate title information to the prospective buyers of such property.
4. Handles a variety of other legal issues as assigned including research, document reviews, documentation preparation, legal analysis, interpretation, legal drafting, and providing legal advice to department staff (generally to staff in the Chicago and District 1 offices).
5. Provides the Senior Assistant Chief Counsel – Chicago Region, Deputy Chief Counsel, and Chief Counsel with prompt and accurate information in order that they may make the best decisions possible regarding assignments or challenges.
6. Engages in litigation support, legal drafting, and contract negotiation and reviews court opinions and opinions of the Illinois Attorney General to determine their effect on the operations of the department.
7. Provides legal advice, counsel, and opinions to staff in department offices and provides legal analysis regarding compliance with applicable state and federal laws, rules, and regulations and departmental policies and procedures.
8. Coordinates with the department, other agencies, third parties, and other governmental entities in relation to projects, grants, and compliance with state and federal laws and regulations.
9. Reviews and analyzes a myriad of facts or circumstances to ascertain the nature of a problem, legal and policy issues, and optimum course of action to affect a solution.
10. Performs the required professional legal functions associated with the timely acquisition of right-of-way required for the construction of highway improvements and local agency transportation facilities to meet established letting dates and to treat affected property owners equitably.
11. Assists and supports the Illinois Attorney General's Office and outside counsel representing the department in litigation.
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.
13. Performs other duties as assigned.

## **Qualifications**

### **Position Requirements**

- Graduation from an accredited law school
- Possession of a valid license to practice law in Illinois
- Two years' professional experience in the practice of law
- Valid driver's license
- Periodic statewide travel which may include overnight stays and occasional travel to the department's offices in Schaumburg, Illinois

### **Position Desirables**

- Progressively responsible experience working in a law firm, corporate law department or government agency legal department
- Extensive knowledge of transactional or real estate law and commercial or environmental litigation
- Ability to draft, interpret, apply, and/or enforce contracts
- Ability to prepare for or oversee the litigation of commercial and/or environmental matters in Illinois and federal courts
- Ability to visualize, articulate, and solve complex problems and demonstrate flexibility with assignments and responsibilities
- Ability to develop and maintain effective and harmonious relationships with internal and external contacts
- Excellent oral and written communication skills
- Detail-oriented with strong organizational skills and an ability to meet and manage deadlines
- Ability to competently utilize Microsoft applications.

**Work Hours:** 8:00 A.M. - 4:30 P.M. Monday-Friday

**Work Location:** 69 W Washington St Chicago, IL 60602-3134

**Office:** Office of Chief Counsel/Bureau of Legal Services-Chicago

**Agency Contact:** [DOT.CO.BPM.EmploymentApplications@Illinois.gov](mailto:DOT.CO.BPM.EmploymentApplications@Illinois.gov)

**Job Family:** Legal and Compliance; Transportation

The main form of communication will be through email. Please check your “junk mail”, “spam”, or “other” folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- [donotreply@SIL-P1.ns2cloud.com](mailto:donotreply@SIL-P1.ns2cloud.com)
- [systems@SIL-P1.ns2cloud.com](mailto:systems@SIL-P1.ns2cloud.com)