

Assistant Counsel to the Speaker of the Illinois House of Representatives

Illinois House Speaker Emanuel “Chris” Welch is assembling a team of attorneys to work during the 2023 spring legislative session. The Speaker’s Office legal staff, under the supervision of the Chief Counsel, have a front row seat to the legislative process, drafting legislation, analyzing legal and policy issues, monitoring parliamentary proceedings, and working closely with the Democratic members of the House to achieve their legislative goals. During their tenure, our attorneys develop the skills to succeed in their future careers. From policy directors, lobbyists and law firm partners, to elected officials and judges, our alumni have gone on to work in every corner of the legal profession. **Applications are now being accepted for the 2023 legislative session.**

Essential Responsibilities

The position provides a tremendous opportunity to gain valuable experience and insight into public governance through the lens of the legislature. It is an ideal introduction to Illinois government for those with an interest in public policy. Successful candidates will have the opportunity to:

- Draft and analyze legislation for Democratic members of the House of Representatives.
- Serve as parliamentarian for committees of the House, and as temporary parliamentarian for the House on behalf of the Chief Counsel.
- Advise Democratic members of the House during committees and floor debate.
- Conduct research and draft memoranda on a wide variety of policy and legal issues.
- Facilitate negotiations between Democratic members of the House, lobbyists, agencies, and constituents.

Qualifications, Knowledge, Skills, and Abilities

Successful candidates must be highly motivated self-starters and possess strong legal reasoning skills, enthusiasm, integrity, effective interpersonal skills, and exceptional written and verbal communication skills. Additional qualifications are as follows:

- Admission to the Illinois Bar prior to the start of the contract is required. *Applicants awaiting Bar Exam results in 2022 are encouraged to apply.*
- A commitment to learning quickly and performing at the highest level in a fast-paced environment are expected.
- Excellent time management and collaboration skills are essential.
- Proficiency explaining complicated concepts in an accurate and concise manner is required.

Compensation, Location, and Term

- This is a contract position. There is an opportunity to become permanent full-time employees when the contract has ended.
- Contracts will run from as early as November 2022 through the end of June 2023 and are paid at a rate of \$60,000 per year for first-year contracts.
- Contract attorneys are eligible for reimbursement of health insurance premiums and earned time benefits.
- Attorneys are expected to be in Springfield during session weeks. Opportunities for remote work or work from our Chicago office may be available when the House is not in session. For those not living in Central Illinois, a per diem is provided to cover the costs of maintaining a residence near the Capitol and as well as reimbursement for the cost of travel back home from Springfield most weekends.

For Further Information or to Apply

Interested applicants should email a résumé, cover letter, writing sample (no more than 3 pages), and three references to:

Susan Barrett
Office Manager
217-782-7600
sbarrett@hds.ilga.gov

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