



Now
Hiring

Assistant Counsel to the Speaker of the Illinois House of Representatives

Office of the Speaker of the Illinois House of Representatives

Illinois House Speaker Emanuel "Chris" Welch is assembling a team of attorneys to prepare for and work during the 2024 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.

Primary 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.

Minimum Qualifications:

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 2023 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 in explaining complicated concepts in an accurate and concise manner.

Salary:

This is a contract position. There is an opportunity to become permanent full-time employees when the contract ends.

- Contracts will begin on a rolling basis in 2023 and run through the end of May 2024.
- Candidates are paid at a rate of \$65,000 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 to 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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