

DEPUTY COUNSEL TO THE SPEAKER

OFFICE OF THE SPEAKER ILLINOIS HOUSE OF REPRESENTATIVES

The Deputy Counsel to the Speaker assists the Counsel in providing legal counsel to the Speaker and to the Democratic members of the Illinois House of Representatives. Responsibilities include assisting the Counsel with managing the internal legal functions of the department, assisting in the training of new attorneys, serving as counsel to House committees, drafting and reviewing legislation, and assisting the Democratic members of the House of Representatives. Admission to the Illinois bar is required.

RESPONSIBILITIES:

- Assisting the Counsel with managing the internal legal function and staff for the Speaker's Office, and supervising the attorneys and two support staff;
- Assisting the Counsel with training new attorneys;
- Providing legislative drafting assistance to Democratic members of the House, including working and negotiating with members, other staff, lobbyists, and other legislative agencies.
- Analyzing legislation for Democratic members of the House and keeping those analyses up-to-date throughout the legislative session.
- Providing assistance as needed during floor debate to Democratic members of the House.
- Providing legal assistance including research and analysis to Democratic members of the House.
- Serving as parliamentarian for assigned committees of the House.
- Serving as temporary parliamentarian on the House Floor during session.
- Drafting legal memoranda for the Speaker and Democratic members of the House.
- Performing other duties as assigned.

QUALIFICATIONS:

- Juris Doctor and License to practice law in the State of Illinois is required;
- Previous experience in a government setting preferred;
- Strong written and verbal communication skills;
- Ability to work well on a team or individually in a fast-paced environment;
- Ability to maintain a high level of confidentiality;
- Strong computer skills.

WORK ENVIRONMENT:

- Work is performed primarily in the Illinois State Capitol Building Complex in Springfield, Illinois, which is open to the public. Security for the complex is provided by Illinois Secretary of State Police.
- The working environment on session days can be noisy, and the building can be congested with constituents, lobbyists, tour groups, and demonstrators.
- The person in this position needs to be able to remain in a stationary position for extended periods of time, as well as to move about inside the capitol building and grounds as necessary.
- The person in this position constantly operates a computer and other office productivity machinery.
- The person in this position frequently communicates with members, lobbyists, and other staff, and must be able to exchange accurate information in these situations.
- Typical work hours are 8:30 am to 4:30 pm on non-session days and 8:00 am to 7:00 pm on session days. Hours are subject to change. Occasional weekends may be required.
- Some travel may be required.

SALARY RANGE:

- \$110,000 - \$150,000 commensurate with experience;
- Health, dental, vision, prescription, behavioral health, and life insurance; for details, visit <https://www2.illinois.gov/cms/benefits/StateEmployee/Pages/StateInsuranceProgram.aspx>
- Participation in State Employees' Retirement System;
- Optional participation in health savings account and deferred compensation programs;
- Competitive vacation, sick, and personal time.

**QUALIFIED APPLICANTS SHOULD
SUBMIT COVER LETTER, CV, AND
CONTACT INFORMATION FOR
THREE PROFESSIONAL
REFERENCES TO:**

PAMELA LASSITER
HUMAN RESOURCES DIRECTOR
ILLINOIS HOUSE OF REPRESENTATIVES
OFFICE OF THE SPEAKER
ROOM 419, STRATTON BUILDING
SPRINGFIELD, IL 62706
PLASSITER@HDS.ILGA.GOV

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