



Opening date: 7/09/21

Closing date: 08/06/21

401 S. Spring Street
William Stratton Building
Suite 515
Springfield, IL 62706

POSITION POSTING

Assistant Procurement Counsel

Number of vacancies: 1

Salary Range: \$5,500-\$6,500 Monthly

Salary range shown is only to be used as a guide; actual salary will be determined at the time of hire.

The Executive Ethics Commission (EEC) of the State of Illinois seeks a skilled attorney for a position with our procurement legal staff. This attorney position fulfills a range of responsibilities including technical research and making recommendations on legal issues related to Illinois law including, but not limited to, the Illinois Procurement Code, the State Officials and Employees Ethics Act, the Illinois Administrative Procedure Act, and the Freedom of Information Act (FOIA). The attorney will work under the direction of the Chief Counsel for Procurement.

The EEC is a nine-member commission. Five commissioners are appointed by the Governor, and one commissioner each is appointed from the Attorney General, Secretary of State, Comptroller, and Treasurer. The Commission promotes ethics in public service and ensures that the State's business is conducted with efficiency, transparency, fairness, and integrity by facilitating compliance, implementation, and enforcement of the State Officials and Employee Ethics Act. The Commission is responsible for appointing Chief Procurement Officers (CPOs), who provide oversight of certain executive branch procurements pursuant to the Procurement Code

Responsibilities:

- Providing legal counsel and guidance to the CPOs and the EEC on legal matters relevant to the Illinois Procurement Code; the CPOs' administrative rules; additional procurement-related statutes, regulations, policies, and procedures; the State Officials and Employees Ethics Act; the FOIA; and other laws and regulations.
- Conducting technical legal research for CPOs and EEC staff and preparing legal memoranda and briefs.
- As Protest Review Officer, reviewing all protests, communicating with protestors when necessary, and recommending written determinations for the respective CPO's consideration.
- Assisting with responses to procurement-related FOIA requests and offering guidance on FOIA and other records-related issues.
- Conducting hearings on behalf of, or at the direction of, the CPOs or EEC Executive Director and preparing recommended decisions.
- Serving as procurement liaison to streamline communications related to facilitating resolutions of substantive procurement issues between the Procurement Division and the EEC, to include consulting on disputes between the CPO, PCM, and the agencies/universities.
- Providing litigation support activities and coordination with the Illinois Attorney General's Office. Coordinating litigation-related activities for general matters involving CPOs and their respective staffs.
- Providing support regarding analysis and tracking of relevant legislative matters.

Minimum Requirements:

- Juris Doctorate from an American Bar Association accredited law school.
- Licensed to practice law in the State of Illinois.
- Three years of legal experience.
- Working knowledge of the functions of state government and relationships between the branches and within the executive branch.
- Demonstrated ability to utilize sound judgement.
- Excellent legal research skills.
- Exceptional written and oral communication skills.
- Demonstrated ability to collaborate with internal and external constituencies.

Preferences:

- Experience with procurement, ethics, Freedom of Information Act, and/or administrative law.
- Experience with litigation, appellate, or contested administrative proceedings as an advocate, adjudicator, or clerk.
- Familiarity with road and building construction law and process.

Office Information:

The members of the procurement legal staff work in a collaborative environment subject to the direction of the Chief Counsel for Procurement. Successful members of this team have a demonstrated interest in, enthusiasm for, and commitment to public service. The desired candidate is self-motivated, with an ability to resolve complex issues with a resourceful, independent attitude.

The work location is an office setting, requiring business casual or business dress attire. The EEC is located at 401 South Spring Street, William Stratton Building, Room 515, Springfield, Illinois 62706.

Work Hours:

This is a full-time position with a typical work week consisting of 37 ½ hours per work during normal business hours.

Benefits:

This position is eligible to be a member of the State of Illinois Group Insurance program with health, dental, vision, and life insurance coverage options. Additionally, this position will earn 12 paid sick days per calendar year, a minimum of 10 paid vacation days per calendar year, 3 paid personal days per calendar year, and 12 paid state holidays per calendar year, prorated based on start date.

How to Apply:

Email the following to EEC.HR.Requests@illinois.gov subject line “Assistant Procurement Counsel” by 4:30 p.m. on Friday August 06, 2021:

- A letter of interest, explaining how your training, experience, and/or coursework qualify you for this position,
- Resume; and
- Legal writing sample

Agency Contact: Denysha Crawford, EEC Human Resource Representative: 217-558-1393 or EEC.HR.Requests@illinois.gov

NOTE: This is a non-code position. This position is not subject to collective bargaining and does not require a current grade from Central Management Services.

The Executive Ethics Commission is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability status, protected veteran status or any other characteristic protected by law. In compliance with the Americans with Disabilities Act and the Illinois Human Rights Act, State agencies must ensure that the employment process is accessible to persons with disabilities. Specifically, these laws require that the State provide reasonable accommodations upon request by individuals participating in all steps of the employment process. Please contact the Human Resources Office with requests for reasonable accommodations. The Equal Employment Opportunity / American with Disabilities Act Officer is responsible for ensuring compliance with these laws. Any issues or concerns should be addressed to the EEO/ADA Officer at 401 S. Spring St, Room 515, Springfield, Illinois, 62706, or by calling (217) 558-1393.