

Assistant Counsel to the Speaker of the Illinois House of Representatives

Each year, Illinois House Speaker Michael J. Madigan assembles a team of 8 to 12 attorneys to work on contract during the spring legislative session. The members of this “Technical Review Unit” are supervised by Chief Counsel Justin Cox and have a front row seat to the legislative process, learning how to draft legislation, analyze policy issues, monitor parliamentary procedure, and work closely with the Democratic members of the House. **Applications are now being accepted for the 2020 cohort.**

About the Technical Review Unit

The Technical Review Unit is the legal department of the Office of the Speaker of the Illinois House of Representatives. At the direction of the Speaker and the Chief Counsel, our team assists the Democratic members of the Illinois House of Representatives with achieving their legislative goals. During their five-month contract, our attorneys develop skills essential to competitive and successful careers in public service, from legislative liaison or policy director to consultant or lobbyist, elected official or judge, and many others.

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 State government for those with an interest in public policy. Extensive training and feedback are provided throughout the contract. Successful candidates will have the opportunity to:

- Draft new legislation for Democratic members of the House of Representatives.
- Serve as parliamentarian for standing and special committees of the House, and as temporary parliamentarian for the House on behalf of the Chief Counsel.
- Analyze legislation for the benefit of the Speaker, the Democratic members of the House, and the Chief Counsel.
- Work with the Chief Counsel, Democratic members of the House, and other staff members to identify potential challenges and present solutions.
- Draft legal memoranda for the Speaker, the Chief Counsel, and Democratic members of the House.
- Facilitate negotiations between Democratic members of the House, lobbyists, agencies, and constituents.

Qualifications, Knowledge, Skills, and Abilities

When hiring for this team, we look for attorneys with strong legal reasoning skills, enthusiasm, integrity, effective interpersonal skills, and top-notch written and verbal communication skills.

- Admission to the Illinois Bar prior to January 1, 2020 is required. *Applicants awaiting Bar Exam results in 2019 are encouraged to apply.*
- Successful candidates will be highly motivated self-starters with a demonstrated interest in public policy, legislative work, and public interest organizations.
- 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.
- Ability to work long hours during session including nights and weekends is required.

Compensation and Location

- Contracts typically run from January through the end of May and are paid at a rate of \$55,000 per year for first-year contracts.
- Technical Review attorneys are expected to be in Springfield during the work week. 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 most weekends.

For Further Information or to Apply

Deadline for application is October 1, 2019. Interested applicants should email a resume, cover letter, short writing sample (no more than 3 pages), and three references to:

Sally McDaniel-Smith
Office Manager
217-782-7600
ssmith@hds.ilga.gov

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