



ASSISTANT LEGAL COUNSEL

OFFICE OF THE ILLINOIS SENATE PRESIDENT
AND THE SENATE DEMOCRATIC CAUCUS:

THIS PUBLIC INTEREST LAW JOB IS A GREAT OPPORTUNITY TO APPLY YOUR LEGAL SKILLS IN
PUBLIC POLICY AND PUBLIC SERVICE.

The Office of the Senate President and the Senate Democratic Caucus are seeking highly motivated attorneys for the 2024-25 legislative session. The Assistant Legal Counsel position is a temporary position that will start in either November/December 2024 or January 2025 and will last until June 30, 2025 with potential for future full-time positions. All applicants must be licensed or in the process of becoming licensed to practice law in Illinois by the start of the contract. Those awaiting Illinois Bar results are encouraged to apply. Attorneys will work on contract in Springfield during the legislative session of the 104th General Assembly.

A UNIQUE EXPERIENCE

Are you interested in the law and policy? This job is a great opportunity to apply your legal skills to public policy and public service.

THE JOB

As a part of the legal team, attorneys in this position work with the members of the Senate Democratic Caucus, policy stakeholders and staff in other departments under the Office of the Senate President.

Attorneys are assigned to several Senate committees and are responsible for conducting policy and legal research, drafting legislation, analyzing legislation, monitoring parliamentary proceedings, drafting legal memoranda, and advising Senate members in negotiations and committee and floor debates. The Senate attorneys work in a number legislative issue areas such including, but not limited to: civil law, civil rights, criminal law, family law, healthcare regulation, housing, energy, environmental, gaming, election law, employment/labor regulation. Successful candidates must be able to work well in a fast-paced environment and must possess excellent writing skills, outstanding communication skills, and the ability to exercise independent judgment.

This position is a great opportunity to gain invaluable insight into the legislative process, gain skills in legal research and negotiation, and play an integral part in state policymaking on a variety of topics.

COMPENSATION

Commensurate with qualifications and experience, salaries start at \$5,400 per month. For those not living in Central Illinois, a per diem is provided to cover the costs of maintaining a residence in Springfield. The contract also includes health care reimbursements.

INTERESTED?

Applications will be accepted, interviews conducted, and hiring decisions will be made on a rolling basis until positions are filled so early application is strongly encouraged. Applicants should send a cover letter, resume, two professional references, and a short writing sample to the address below by 4 p.m. (CST) on September 30, 2024 via mail or e-mail.

Please use the title "Assistant Counsel Position" in all correspondence. Interviews will be conducted virtually at a time to be determined by the parties.

To ensure full consideration, please send your application packet to:

Giovanni R. Randazzo
Senate Parliamentarian
General Counsel
Illinois State Senate
Office of the Senate President
Senate Democratic Caucus
Room 703H William G. Stratton
Building
401 S. Spring Street
Springfield, IL 62704

OR via email to Giovanni Randazzo c/o
Lucretia Rutherford at:
lrutherford@senatedem.ilga.gov



The Senate President, Senator Don Harmon, is the presiding officer of the 59-member Illinois Senate and the leader of the Senate Democratic Caucus. The Senate President is responsible for ensuring proper legislative procedures and operations are followed. The Office assists in formation, passage and implementation of legislative policy initiatives. The Senate Democratic Caucus is one of the largest supermajorities in the country with 40 members representing all parts of the State.

The Office of the Senate President is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or authorized alien status, or veteran status. Information about the Illinois Senate Democratic Caucus can be found at the following website: www.illinoisenedemocrats.com/. If you have any questions, please feel free to call (217) 782-2156 or email lrutherford@senatedem.ilga.gov.