



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

## POSITION POSTING

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### Assistant Procurement Counsel

Number of vacancies: 1

Salary Range: \$66,000.00-\$78,000.00 Yearly

*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 seek an attorney for a position with our procurement legal team. 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 support regarding analysis and tracking of relevant legislative matters.
- Coordinating litigation-related activities for general matters involving CPOs and their respective staffs.
- Providing litigation support and coordination with the Office of the Illinois Attorney General.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

**Minimum Requirements:**

- Juris Doctorate from an American Bar Association accredited law school.
- Licensed to practice law in the State of Illinois.
- Legal experience and/or relevant clinical experience.
- Working knowledge of the functions of state government.
- Understanding of the relationships between the executive branch and the other branches of Illinois state government.
- Demonstrated ability to utilize sound judgement.
- Excellent legal research skills.
- Exceptional written and oral communication skills.
- Demonstrated ability to collaborate with internal and external stakeholders.
- Strong advocacy skills.
- Good listener with strong analytical and process skills.
- Creative and strategic thinker.

**Preferences:**

- Experience with procurement, ethics, or administrative law.
- Experience responding to Freedom of Information Act requests.
- Experience with litigation, appellate, or contested administrative proceedings as an advocate, adjudicator, or clerk.
- Experience with roadway or vertical 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 currently remote due to COVID-19. Upon EEC's return to the office the team will work in an office setting, requiring business casual or business dress attire. The work location is an office setting, requiring business casual or business dress attire. This position will be 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:**

**Submit the following through Indeed or <https://illinois.jobs2web.com/>**

- 1) A letter of interest, explaining how your training, experience, and/or coursework qualify you for this position, "Assistant Procurement Counsel" as the subject line;**
- 2) resume;**
- 3) legal writing sample; and**
- 4) complete required assessments.**

**We will begin reviewing resumes on October 4th, 2021. The position will remain open until filled.**

**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.