

**Deputy General Counsel**

The Deputy General Counsel serves as in-house legal counsel for GOMB and its Director; under the supervision of the General Counsel, oversees and conducts legal research and provides analysis and advice regarding significant matters of law, legislation, regulation and policy affecting the State's budget and financial transactions; collaborates and coordinates with the Governor's legal counsel and the general counsels of other State agencies and constitutional officers on complex legal matters, including intergovernmental agreements and litigation, affecting the operation of State government; drafts memoranda, legislation, rules, contracts and other legal documents; works closely with outside bond counsel on issuance of state debt; shares responsibilities and duties for legal functions with other members of the GOMB legal team; performs other duties as required or assigned that are reasonably within the scope of the legal, budgetary, fiscal, and public policy duties described above.

**The Deputy General Counsel performs the following illustrative tasks:**

- Provides legal advice and counsel to the GOMB Director, General Counsel and staff;
- participates in formulating and implementing statewide fiscal and budgetary policy;
- researches legal issues, especially those related to the Illinois Constitution, the Illinois Compiled Statutes, the Illinois Administrative Code, and relevant federal law;
- provides legal analysis and advice on public policy to the GOMB Director and Governor;
- provides legal analysis and support to GOMB staff concerning the interpretation and application of all manner of finance-related and other laws and regulations;
- develops and recommends administrative policies and procedures for the GOMB office;
- provides legal support for various state bond issuances and other debt related initiatives;
- participates in the development of the annual Budget Book;
- collaborates with directors, general counsel and senior staff of State agencies and constitutional officers on matters of public policy and government operations;
- coordinates with the Governor's legislative office and General Assembly legislative staff on the drafting and development of legislative proposals and legislation;
- drafts and reviews legislation, rules, policies, memoranda, and other legal documents;
- provides legal support related to Freedom of Information Act, Open Meetings Act, Ethics Act and Procurement Code compliance;
- offers legal input into internal audit processes and state and federal audits and reporting;
- handles confidential matters as they arise with appropriate discretion;
- provides legal support for boards, commissions and authorities staffed by GOMB;
- performs other duties as required which are reasonably within the scope of legal duties.

**EDUCATION, EXPERIENCE AND ATTRIBUTES**

The Deputy General Counsel must have earned a juris doctor degree and must be licensed to practice law in the State of Illinois. A person who seeks to become a Deputy General Counsel would greatly benefit from several years of experience in legal practice and several years of experience in state or local government, especially within Illinois. Experience in the area of municipal bond issuance is a plus. Also, passion for good government and sound public policy, and a commitment to government service, should characterize the person seeking this position. Strong oral and written communication skills and interpersonal skills are essential attributes.

**Work location**

- This position is based in Springfield; occasional overnight travel is required.

**SALARY/COMPENSATION AND POSITION CLASSIFICATION**

Salary and position classification will be determined based on the level of experience when a job offer is made.

**Submit resumes by mail, fax, or e-mail.**

**E-mail:** [jobs.omb@illinois.gov](mailto:jobs.omb@illinois.gov)

**Attention Personnel:**  
603 Stratton Building  
Springfield, IL 62706

**Fax:** 217-524-4876

**NON DISCRIMINATION POLICY**

Equal employment opportunity is the policy of GOMB. All employees hired and promoted have been and will continue to be selected from all candidates on the basis of qualifications necessary to perform the job well. The GOMB does not discriminate against any person, employee, or job applicant on the basis of race, color, religion, sex, age, sexual orientations, national origin, disability, marital status, or status as a disabled veteran of the Vietnam era, in accordance with applicable laws. This policy applies to all recruiting, hiring promotions, layoffs, compensation, benefits, terminations and all other terms and conditions of employment.