



State Universities Civil Service System

Legal Counsel Position (Principal Administrative Appointment)

The State Universities Civil Service System (University System) is searching for a full-time Legal Counsel with general knowledge of business and government. Legal Counsel advises and informs the Agency's governing board, director, and department heads on the interpretation and application of statutes, rules, and procedures. Legal Counsel will:

- Manage and coordinate all legal matters for the Agency and governing board;
- Oversee the employee discharge process for a statewide university system;
- Develop Administrative rules;
- Work with the director to develop policies for compliance and enforcement.

Successful candidates will have excellent research, writing, and verbal communication skills. Experience with dispute resolution, advising and representing a multi-member board, and the state legislative process is desirable. Recent law graduates are encouraged to apply.

Qualifications

Applicant must have a JD and be licensed to practice law in the State of Illinois or be eligible for temporary licensure under Rule 711. Recent graduates are encouraged to apply.

Salary

The salary will be commensurate with education and experience (starting at around \$60,000).

Closing Date

For full consideration, Applicants should send all materials to jobs@sucss.illinois.gov.

Application

Applicants should submit a current resume and a cover letter. Veterans should submit a copy of a DD-214 form for additional consideration. Send all application materials to jobs@sucss.illinois.gov. All information submitted will be thoroughly evaluated and verified.

SUCSS is an Equal Opportunity Employer.