The Illinois Department of Public Health has an opening for an Assistant General Counsel (PSA, Opt 8L) within the Office of the Director/Legal Division. This individual performs a full range of highly responsible functions, and provides direct specialized legal services to a wide range of programs with a primary emphasis on the Offices of Health Care Regulation, Health Protection, and Health Promotion; generally represents the Department as a prosecutor in administrative hearings; provides materials and documentation for the Office of the Attorney General in various civil matters involving the Department of Public Health; reviews and makes recommendations on various legal issues.

Requires knowledge, skill and mental development equivalent to completion of four years of college, preferably with courses in business or public administration; requires three years of litigation experience in participating in contested legal cases pursuant to the Illinois Administrative Procedure Act. Requires the possession of a license to practice law in Illinois; requires thorough knowledge of common laws, Federal and State laws, regulations pertaining to Department programs; requires extensive knowledge of judicial and quasi-judicial and administrative procedures and the rules at all judicial levels; requires extensive knowledge of legal methods, practices and procedures in the agency; requires working knowledge of principles of management, including organization, controls sand techniques used in dealing with management and procedural problems. Requires ability to plan, layout, coordinate and review the work of a technical or legal program or units as required; requires ability to draft complex and technical legal documents; requires ability to develop and maintain effective professional and public contacts and satisfactory working relationships with others; requires ability to analyze and appraise facts, evidence and precedents in developing pertinent issues and in applying fundamental legal principles to unusual, difficult and complex problems and to give full and complete, though brief, expression to such issues and facts, evidence and precedents pertaining to same.

The current salary range for this position is $6,141 - $9,472 per month

**TO APPLY:**
1) Download the Central Management Services (CMS) Employment Application (CMS-100) @ www.work.illinois.gov;
2) Complete the employment application indicating Assistant General Counsel (PSA, Opt 8L) as the position title, and;
3) MAIL DIRECTLY TO:

   Carla Finley, HR Specialist  
   Illinois Department of Public Health - HR Department  
   535 W. Jefferson Street, 4th Floor  
   Springfield, IL  62761  
   (217) 785-2031, dph.hrrecruiter@illinois.gov

   For more information on the Illinois Department of Public Health and our offices visit our website @ www.dph.illinois.gov

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IDPH is an equal opportunity employer committed to a diverse workforce. In compliance with the American’s 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. This includes the State of Illinois interview process.

2/1/19 - Open Until Filled