

SPRINGFIELD OFFICE:
400 WEST MONROE
SUITE 306 • 62704
PHONE: 217/782-6046
FAX: 217/785-8222 • TTY: 888/261-2887



CHICAGO OFFICE:
MICHAEL A. BILANDIC BLDG. • SUITE S-900
160 NORTH LASALLE • 60601-3103
PHONE: 312/814-4000
FAX: 312/814-4006

OFFICE OF THE AUDITOR GENERAL
FRANK J. MAUTINO

NOTICE OF POSITION VACANCY

POSTING DATE: May 7, 2024
POSITION TITLE: Legal Support Assistant
POSITION SUMMARY: Provides support for Chief Legal Counsel
LOCATION: Springfield, Illinois
FULL-TIME SALARY RANGE: \$40,008 - \$58,416
APPLICATION DEADLINE: June 30, 2024 - All applications must be received, as described below, by 4:30 p.m. on this date to be eligible for consideration

APPLICATION PROCEDURE:

Interested applicants must submit a completed Illinois Auditor General employment application to:

Jim Dahlquist
Office of the Auditor General
400 West Monroe, Suite 306
Springfield, Illinois 62704

To obtain an application, individuals may call (217) 782-6046 or TTY (888) 261-2887, e-mail us at jdahlquist@auditor.illinois.gov, write to the above address, or follow instructions at:

<https://www.auditor.illinois.gov/Career-Information/e-application.htm> Assistance in completing the application is available for applicants with disabilities.

REQUIRED QUALIFICATIONS:

- Bachelor's Degree or reasonably equivalent and relevant work experience
- Two years of experience performing legal, audit and/or legislative assistance, specialized training or related coursework can be substituted for one year of the experience requirement
- Good oral and written communication skills, including the ability to proofread and edit
- Ability to maintain confidential information, compose and distribute correspondence, work well with others and meet deadlines
- Experience with Word, Excel, and PDF conversion tools

DESIRED QUALIFICATIONS:

- Knowledge of legal research techniques; familiarity with the Illinois legislative process and/or the Office of the Auditor General; experience with another Illinois State agency in a similar capacity; or experience tracking and analyzing legislation

Applicants for employment with the Office of the Auditor General will be subject to background checks, including fingerprint-based criminal history background checks. An individual's refusal to authorize background checks will result in withdrawal from consideration for employment. The existence of a criminal conviction will not automatically disqualify an individual from employment or employment consideration.

The Office of the Auditor General is an Equal Opportunity Employer and does not discriminate on the basis of actual or perceived race, color, religion, sex, sexual orientation, national origin, ancestry, citizenship or work authorization status, arrest record, order of protection status, age, marital status, disability, military status or unfavorable discharge from military service, or pregnancy, childbirth or related medical condition.