

OFFICE OF THE AUDITOR GENERAL

LEGAL SUPPORT ASSISTANT

Position Description

AUTHORITIES AND RESPONSIBILITIES

Responsible for assisting the Chief Legal Counsel, applying research and legislative skills to assist the Office in identifying and fulfilling legal requirements.

RELATIONSHIPS OF THE POSITION TO OTHER POSITIONS

Under the general supervision of Chief Legal Counsel or a designee.

PRINCIPAL TASK REQUIREMENTS STATED IN PERFORMANCE TERMS

The Legal Support Assistant will perform some or all of these duties, as assigned:

1. Track legislation, monitor hearings, and report information to the Chief Legal Counsel;
2. Review filed legislation, Public Acts, and others to aid the Chief Legal Counsel in identifying provisions impacting the Office;
3. Aid in creating and maintaining filing systems, both physical paper and electronic;
4. Assist in responding to, tracking and organizing external inquiries;
5. Assist in reviewing audit report findings;
6. Prepare and/or edit documents, memoranda, publications, reports, and other written work of the Chief Legal Counsel and/or other work of the Office of the Auditor General as approved by the Chief Legal Counsel;
7. Other related duties as assigned.

CAPABILITY REQUIREMENTS

Education: Bachelor's Degree or relevant work experience that would be reasonably equivalent.

Experience: Requires at least 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.

Other Requirements: Requires good oral and written communication skills, including the ability to proofread and edit; ability to maintain confidential information; ability to manage multiple tasks; ability to compose and distribute correspondence with minimal direction; ability to work effectively with others and meet deadlines; experience with Microsoft Office Products (Word and Excel); and knowledge of PDF conversion tools.

Desired Qualifications: Preference may be given to those with desired qualifications pertinent to the position. These may include but are not necessarily limited to: 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 capacity similar to the Legal Support Assistant; or experience tracking and analyzing legislation.