



Position Title: **Assistant Legal Counsel**
Position Code: 93682
Salary Grade: 115
Direct Reporting Staff: 0
FLSA Status: Exempt
Reports to: Senior Legal Counsel
Department: Legal
Revolving Door: Yes
Work Location: Springfield, IL

Job Summary:

Under supervision of the Senior Legal Counsel, the Assistant Legal Counsel is an in-house position that assists the Office of Legal Counsel in providing the System with legal advice and counsel, research, and written work product to support the administration of TRS operations, planning, and decision making. The incumbent performs detailed research concerning statutory interpretation and legal compliance; analyzes member benefit and employer reporting issues; drafts legal memoranda, correspondence, administrative rules, publications and policies, and other documents; and assists in identifying and addressing System legal risks in contract and procurement matters. The position may also provide backup in the management of Illinois Freedom of Information Act (FOIA) requests, and administration of Qualified Illinois Domestic Relations Orders (QILDROs) that apply to TRS members and related work of the Office of Legal Counsel.

The incumbent assists in responding to issues brought to the attention of the Office of Legal Counsel but must also proactively identify legal vulnerabilities and offer preventive guidance concerning all matters in support of management's planning, strategy and decision making. The position requires exercise of careful judgment, discretion, and strict confidentiality, handling all matters with appropriate decorum and the highest ethical standards befitting the legal profession and the fiduciary duty owed to the System.

The incumbent must possess strong legal research and writing capabilities and a keen ability to understand and explain complex and nuanced issues both verbally and in writing. Careful attention to detail and timelines, dependability, and computer and organizational skills to handle duties is required to aid smooth workflow in a small legal department. While legal acumen is essential, the incumbent must also demonstrate strong interpersonal skills and ability to work with others in a professional office setting in a respectful and collegial manner.

Essential Functions:

- Provide legal review and advice regarding the administration of the System including member benefits, employer reporting, and statutory interpretation
- Maintain familiarity with applicable law, administrative rules, and TRS policies and procedures and recommend revisions to align with best practices and to protect System interests
- Assist with contract and procurement matters
- Interact with others as appropriate to complete assigned duties
- Provide backup coverage to internal counsel on System legal matters
- Perform other duties as assigned
- Occasional travel may be required

Knowledge, Skills and Abilities

- Instills commitment to organizational goals
- Demonstrates excellent judgement and decision making skills
- Ability to work within tight timeframes and meet deadlines
- Proactively approaches responsibilities
- Demonstrated written and verbal communication skills
- Strong interpersonal skills

Minimum Requirements

- Must be a graduate of and hold a JD degree from an accredited law school
- Must be a licensed attorney in good standing in the State of Illinois
- 1-3 years' experience working as a licensed attorney and/or summer associate in a law firm, corporate legal department, or governmental agency
- Previous experience in one or more of the following areas is strongly preferred:
 - Public/governmental retirement plans
 - Tax-qualified retirement plans
 - Agency contracting and procurement
 - Legislative/statutory interpretation

Physical Requirements

ACTIVITY (Hours Per Day)	NEVER (0 Hours)	OCCASSIONALLY (Up to 3 Hours)	FREQUENTL Y (3 - 5 Hours)	CONSTANTL Y (5 - 7 Hours)
Sitting				X
Walking		X		
Standing		X		
Bending (Neck)	X			
Bending (Waist)	X			
Squatting	X			
Climbing	X			
Kneeling	X			
Crawling	X			
Twisting (Neck)		X		
Twisting (Waist)		X		
Hand Use				X
Reaching			X	
Reaching Overhead	X			
Pushing (Up to <u>10</u> pounds)		X		
Pulling (Up to <u>10</u> pounds)		X		
Lifting (Up to <u>10</u> pounds)		X		

Benefits:

- State, health, dental, life, and vision insurance
- 12 vacation, 12 sick, and 3 personal time days of compensated time
- Teachers' Retirement System Pension
- Optional deferred compensation plan
- 35-hour work week

Employee Signature: _____ Date: _____