

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. Review and track legislation and monitor hearings
2. Review new laws and rules to identify provisions impacting the Office
3. Provide guidance on implementation of new laws and rules as necessary
4. Maintain mandates system and prepare mandate turnaround documents
5. Assist in responding to external inquiries, including Freedom of Information Act requests
6. Conduct legal research on various topics
7. Assist Legal Counsel in ensuring the Office's compliance with various requirements, including those concerning identification and maintenance of confidential information
8. Assist in reviewing audit report findings
9. Prepare and/or edit documents, memoranda, publications, and reports
10. Other related duties as assigned

CAPABILITY REQUIREMENTS

Education: High school graduate or equivalent.

Experience: Requires at least two years of experience performing legal and/or legislative research. Specialized training or related coursework can be substituted for one year of the experience requirement.

Other Requirements: Requires knowledge of legal research techniques; familiarity with the Illinois legislative process; good oral and written communication skills; 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: experience with the Office of the Auditor General and

knowledge of its policies and procedures, experience with another Illinois State agency in a capacity similar to the Legal Support Assistant, or experience tracking and analyzing legislation in the Illinois General Assembly.

Revised: 04/2021