



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY**  
**NOTICE OF VACANT POSITION**

**Position Title: Legal Counsel**  
**Department: Chicago Operations**  
**Division: Comptroller**

**Full-Time**  
**Salary: \$70,000 - \$90,000**  
**Union: Non Union/Exempt**  
**Posting Number: 23-003**

**Description on Duties/Essential Functions:**

Subject to administrative approval of the Chief Legal Counsel, performs highly responsible legal functions as a staff attorney for the Legal Services Department; manages special projects related to government administration; coordinates and consults with internal and external parties to formulate and provide legal advice and on operations and office matters; performs assignments that may be sensitive or confidential in nature.

**Minimum Requirements:**

Requires knowledge, skill, and mental acumen equivalent to the completion of four years of college with a law degree, and a valid license to practice law in the State of Illinois; requires prior experience equivalent to three years of progressively responsible government administration or other relevant experience in a public or private organization. Any equivalent combination of training and experience may be acceptable.

**Work Location:**

Illinois Office of Comptroller  
555 West Monroe,  
Chicago, IL 60601

**How to Apply:**

Applicants must submit a cover letter with the **Illinois Office of Comptroller application** by the closing date of this posting. (A detailed resume may also be attached but should not replace the application.) Applications can be found on the Comptroller's website, <http://illinoiscomptroller.gov/employment/>. Copies of college transcripts should also be submitted.

Completed and *signed* applications may be mailed or emailed to:

[Incoming@illinoiscomptroller.gov](mailto:Incoming@illinoiscomptroller.gov)

**Office of Human Resources**  
**IL Office of Comptroller**  
325 West Adams,  
Springfield, IL 62704

**Last date to apply: continuous**

**The Illinois Office of Comptroller is an Equal Opportunity Employer.**