



**SUSANA A. MENDOZA**  
ILLINOIS STATE COMPTROLLER

**CAREER OPPORTUNITY  
NOTICE OF VACANT POSITION**

**Position Title: General Counsel**  
**Division: Chicago Operations**  
**Department: Legal Services**

**Full-Time**  
**Salary: Depends on Qualifications**  
**Exempt**  
**Posting Number: 19-034**

**Description on Duties/Essential Functions:**

Subject to executive approval, performs highly responsible, legal administrative functions as the General Counsel/Director of Legal Services; formulates, organizes, and implements departmental goals, policies, procedures, staffing and budgeting; performs highly responsible legal advisement and guidance to the Comptroller, Assistant Comptrollers and executive staff; provides legal guidance for overall Comptroller's office functions necessary for fulfillment of the mission, goals, and objectives, including preparation and analysis of legislation; performs assignments that may be sensitive or confidential in nature; supervises staff attorneys.

**Minimum Requirements:**

Requires completion of four years of college, preferably with courses in law and business or public administration, and graduation from an accredited law school. Requires four years of progressively responsible administrative legal experience in a public or business organization, including experience in governmental law. Requires possession of a valid license to practice law in Illinois.

**Work Location:**

Illinois Office of Comptroller  
100 West Randolph Street  
Chicago, IL 60601

**How to Apply:**

Applicants must submit the **Office of Comptroller application** by the closing date of this posting. Applications can be found on Illinois State Comptroller Susan A Mendoza's website, <http://illinoiscomptroller.gov/employment/>. A detailed resume may also be attached but should not replace the application. **No other applications, including the "CMS100," will be accepted.** Complete applications should be submitted to:

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

**Last date to apply:      October 31, 2019**

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