



**Assistant Legal Counsel for the Office of the Senate President:** This job is a great opportunity to apply your legal skills to public policy and public service.

The Office of the Senate President and the Senate Democratic Caucus are seeking highly motivated attorneys for the 2021-22 legislative session. The Assistant Legal Counsel position is a temporary position from **December 2021/January 2022 to June 30, 2022** with potential for future full-time positions. All applicants must be licensed or in the process of becoming licensed to practice law in Illinois by the start of the contract. Those awaiting Illinois Bar results are encouraged to apply. Attorneys will work on contract in Springfield during the legislative session of the 102nd General Assembly.

As a part of the legal team, attorneys in this position work with the members of the Senate Democratic Caucus, policy stakeholders and staff in other departments under the Office of the Senate President. Attorneys are assigned to several Senate committees and are responsible for conducting policy and legal research, drafting legislation, analyzing legislation, monitoring parliamentary proceedings, drafting legal memoranda, and advising Senate members in negotiations and committee and floor debates. Successful candidates must be able to work well in a fast-paced environment and must possess excellent writing skills, outstanding communication skills, and the ability to exercise independent judgment. This position is a great opportunity to gain invaluable insight into the legislative process.

Applications will be accepted on a rolling basis. Applicants should send a cover letter, resume, two professional references, and a short writing sample to the address below by **1 p.m. (CST) on November 12, 2021** via mail or e-mail. Please use the title "Assistant Counsel Position" in all correspondence. Interviews will be conducted virtually at a time to be determined by the parties.

The Senate President, Senator Don Harmon, is the presiding officer of the 59-member Illinois Senate and the leader of the Senate Democratic Caucus. The Senate President shares primary responsibility for legislative procedures and operations. The Office assists in formation, passage and implementation of legislative policy initiatives. The Senate Democratic Caucus is one of the largest supermajorities in the country with 41 members representing all parts of the State. The Office of the Senate President is an equal opportunity employer. Applications are evaluated on the basis of job qualifications and not race, sex, color, disability, national origin, religion, creed, age, marital status, sexual orientation, citizenship or authorized alien status, or veteran status.

Send Responses to:

Giovanni R. Randazzo, Chief Legal Counsel  
c/o Selena Gorman  
Office of the Senate President  
Illinois State Capitol  
401 S. 2nd St, Room 605A  
Springfield, IL 62706  
[sgorman@senatedem.ilga.gov](mailto:sgorman@senatedem.ilga.gov)