



# **ASSISTANT LEGAL COUNSEL**

*FOR THE OFFICE OF THE SENATE PRESIDENT  
& THE SENATE DEMOCRATIC CAUCUS*

The Office of the Senate President and the Senate Democratic Caucus are seeking highly motivated attorneys for the 2023-24 legislative session. The Assistant Legal Counsel position is a temporary position that will start in either the Winter of 2023/2024 and will last until June 30, 2024 with potential for future full-time positions. Those with previous legislative or comparable experience should consider applying for the Assistant Legal Counsel position for an opportunity for a current full-time position opening. 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 103rd General Assembly.



## **A UNIQUE EXPERIENCE**

Are you interested in the law and policy? This job is a great opportunity to apply your legal skills to public policy and public service.



## **THE JOB**

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, gain skills in legal research and negotiation, and play an integral part in state policymaking on a variety of topics.



## **INTERESTED?**

Applications will be accepted and interviews conducted on a rolling basis. Applicants should send a cover letter, resume, two professional references, and a short writing sample to the address below by 4 p.m. (CST) on October 2, 2023 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.

To ensure full consideration, please send your application packet to:

**Giovanni R. Randazzo**  
**Senate Parliamentarian**  
**General Counsel**  
**Illinois State Senate**  
**Office of the Senate President**  
**Senate Democratic Caucus**  
**Room 703H William G. Stratton**  
**Building**  
**401 S. Spring Street**  
**Springfield, IL 62704**

OR via Email:  
**[sgorman@senatedem.ilga.gov](mailto:sgorman@senatedem.ilga.gov)**

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 40 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. Information about the Illinois Senate Democratic Caucus can be found at the following website: [www.illinoisenatedemocrats.com/](http://www.illinoisenatedemocrats.com/). If you have any questions, please feel free to call (217) 782-2156 or email [sgorman@senatedem.ilga.gov](mailto:sgorman@senatedem.ilga.gov)