



STATE OF ILLINOIS
Criminal Justice Information Authority
300 West Adams Street
Second Floor, Suite 200
Chicago, IL 60606

<http://work.illinois.gov>

Invites applications for the position of:

TECHNICAL ADVISOR II

An Equal Opportunity Employer

BID ID #: 45252-50-05-000-32-01

JOB TYPE: Full-Time

NUMBER OF VACANCIES: 1

PLAN/BU: RC010

SALARY

\$4,777.00 - \$6,969.00 Monthly

OPENING DATE: 06/26/14

CLOSING DATE: 07/10/14 05:00 PM

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS:

Under direction and supervision of General Counsel, performs general legal work:

1. Drafts interagency agreements, users agreements, proposed bills, amendments, resolutions, rules and regulations utilizing Microsoft Office software. Travels to various locations conducting specialized field investigations to determine compliance with inter-agency agreements.
2. Plans, evaluates, develops and validates program, standards, policies and procedures and assists staff in their implementation.
3. Reviews and analyzes agency contractual obligations.
4. Conducts legal research and writing for legislative analyses and review of state and federal laws.
5. Provides technical assistance and advise to criminal justice agencies and members of the public.
6. Consults with and advises other officials and members of the public regarding the application of laws and regulations.
7. Occasionally conducts negotiations with government officials and vendors regarding computer user agreements and interagency agreements.
8. Performs other duties as required or assigned which are reasonably within the scope of of the duties enumerated above.

MINIMUM REQUIREMENTS

Thorough knowledge of the Criminal Justice System a must. Individual must possess a valid driver's license and be able to travel.

Must be familiar with word processing technology, specifically Microsoft Office software. In addition, must have experience drafting and reviewing contracts and experience with State rule-making procedures. Valid Illinois Law License required.

WORK HOURS & LOCATION/AGENCY CONTACT

8:30 a.m. to 5:00 p.m.
1 unpaid lunch hour
Maria S. Espindola
Human Resources Coordinator
Illinois Criminal Justice Information Authority
300 West Adamst St., Suite 200
Chicago, Illinois 60606
Fax: 312-793-1030

HOW TO APPLY

This position is not subject to Central Management Services (CMS) testing procedures; therefore, no application needs to be submitted to CMS, Division of Examining and Counseling, for grading.

All interested applicants must submit a CMS-100 employment application directly to the Agency Contact listed above prior to the end of the posting period.

For more information, please refer to the Work4Illinois website at Work.Illinois.Gov and select 'Application Procedures'. Additional information may also be obtained from the Agency Contact listed above or by contacting CMS, Division of Examining and Counseling at Work4Illinois@Illinois.gov or (217) 782-7100, (217) 785-3979 (TDD/TTY), (800) 526-0844 (TTY Only).

Additional Documentation for Technical Advisor II :

[Class Specification](#)

Documents are in PDF format and can be viewed using [Adobe Reader](#).

NOTE: Salary amounts shown are only to be used as a guide; actual salary will be determined at the time of hire based on current salary plans and/or collective bargaining agreements, if applicable.

APPLICATIONS MAY BE OBTAINED FROM:

<http://work.illinois.gov>

OR

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TECHNICAL ADVISOR II

ME