

Job Title	Technical Advisor II
Closing Date/Time	Wed. 09/30/20 5:00 PM Central Time
Salary	\$5,075.00 - \$7,661.00 Monthly
Job Type	Full-Time
Location	Peoria County, Illinois
Department	Guardianship & Advocacy Commission

Description:

Under general direction of the Legal Advocacy Services Director, this Special Education Attorney conducts legal reviews of cases eligible for Legal Advocacy Services; consults with and advises attorneys, judges, medical professionals, eligible persons with disabilities and other interested parties on the Commission's programs and services; coordinates and disseminates information to service providers, community groups, professional associations and recipients of Special Education services and mental health services; serves as an information resource contact for Special Education services; conducts technical research, compiles data and drafts findings; travels to attend meetings. May require working from several GAC offices in the Peoria County and Sangamon County catchment area. Conducts legal reviews of Special Education cases eligible for Legal Advocacy Services; determines eligible persons' rights and initiates or participates in legal procedures to enforce compliance with Federal and State Special Education Law, Illinois Mental Health and Developmental Disabilities Code and related mental health laws. As Special Education Attorney, will provide brief written and telephone advice, oral and written advocacy, direct representation at IEP meetings, medications and expulsion hearings, direct representation in due process hearings in State or Federal court. Systemic litigation and advocacy training will be provided on special education law, mental health law, client interviewing and our internal case management system.

Minimum Requirements:

Requires a license to practice law in the State of Illinois and in Illinois Federal Court; requires graduation from a recognized law school; previous special education litigation experience required; requires knowledge of relevant administrative, statutory and case law references to provide effective assistance to eligible clients at administrative, trial and appellate levels. Four years of Special Education litigation and representation experience preferred. Requires ability to be flexible in the application of strategy and tactics to administrative and judicial proceedings and to effectively communicate orally and in writing. Requires the ability to interact forcefully yet cordially with other professionals, judicial officers and eligible clients. Requires ability to interpret rules and regulations and propose solutions to administrative questions.

Work Hours & Location/Agency Contact:

Hours - 8:30am to 5:00pm
 Illinois Guardianship & Advocacy Commission
 Peoria Regional Office
 401 Main Street, Ste 620
 Peoria, IL 61602

Send Bids and Applications via FAX or by the U.S. Mail ONLY. Do not send scanned copies via email. Send CMS-100 application to:

Illinois Guardianship & Advocacy Commission
 Attn: Shelly Boatman, HR Representative
 830 S. Spring Street
 Springfield, IL 62704

Fax# 217-785-0877

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.