

# Job Title: TECHNICAL ADVISOR II - 4525200

**Agency:** Guardianship and Advocacy Commission

**Closing Date/Time:** 03/15/2021

**Salary:** \$5326.00-\$7964.00/Monthly

**Job Type:** Salaried Full Time

**County:** Champaign

**Number of Vacancies:** 1

**Plan/BU:** RC010

**Collective Bargaining Agreement language applies to this requisition: We are currently transitioning away from a paper application process to an electronic application process. This position has not been transitioned. Please follow the directions below when applying to this position.**

**DO NOT APPLY ONLINE  
\*\*DO NOT CLICK THE APPLY BUTTON\*\***

**CMS100/B Employment Application and all applicable documentation should be submitted to the Agency contact listed below.**

## Posting Identification # 12173

### Position overview

IGAC is looking to hire a staff attorney, who under the direction of the LAS Director, conducts legal reviews of cases eligible for legal advocacy services, consults and advises on agency programs to judges/medical professionals/disabled wards regarding agency programs and services. Position will coordinate and disseminate information to service providers, community groups, professional associations and recipients of mental health services. Serves as an information resource contact, conducts technical research, compiles data, and drafts findings. May require travel to attend meetings and provide legal representation to eligible clients in, but not limited to, Lee, LaSalle, McLean, Champaign, and Kankakee counties in Illinois.

### Job Responsibilities

1. Conducts legal reviews of cases eligible for Legal Advocacy Services.
2. Consults with and advises attorneys, judges, medical professionals, and eligible persons with disabilities and other interested parties on the Commission's programs and services
3. Coordinates and disseminates information to service providers, community groups, professional associations and recipients of mental health services concerning legal interpretations of the rights of persons with disabilities.
4. Conducts technical research, compiles data, and drafts detailed findings.
5. Performs other duties as assigned or required which are reasonably within the scope of those enumerated above.

### Knowledge, Skills, and Abilities

1. Requires working knowledge of relevant administrative, statutory, and case law references at administrative, trial, and appellate levels.
2. Requires ability to interpret rules, and regulations and propose solutions to administrative questions.
3. Requires ability to interact forcefully, yet cordially, with other professionals, judicial officers, and eligible clients.

### Minimum Qualifications

1. Requires a license to practice law in the State of Illinois.

2. Requires graduation from a recognized law school.

## Employment Conditions

- Requires possession of a valid appropriate driver's license .
- Requires ability to travel and serve the LAS needs of Lee, LaSalle, McLean, Champaign, and Kankakee counties in Illinois
- Requires ability to pass fingerprinting and background check
- Requires ability to work weekends and hours outside agency working hours

**Work Hours:** Monday-Friday 8:30-5:00

**Work Location:** 2125 S 1st St Champaign, IL 61820-7474

**Agency Contact:**

Carmen Arnberger

Email: GAC.jobapps@illinois.gov

Phone #:217-782-8422

**Job Function:** Legal and Compliance

**CANDIDATES MUST SUBMIT A SEPARATE BID FORM (as applicable) AND CMS-100/B FOR EACH POSTED VACANCY APPLIED FOR.**

## APPLICATION INSTRUCTIONS

### **DO NOT APPLY ONLINE.**

Please submit application via email to: GAC.jobapps@illinois.gov

### **Current State Employees:**

- Seeking a Promotion – Submit an **Official Position Vacancy Bid Form and CMS-100B Employment Application** (version dated 9/2020 or after) to GAC.jobapps@illinois.gov
  - Older versions of the **CMS-100B** will not be graded or returned to applicants.
  - Failure to complete and submit the new **CMS-100B** (version dated 9/2020 or after) will result in your application being rejected.
- Seeking a Transfer – Submit an **Official Position Vacancy Bid Form, Transfer Request, and CMS-100 Employment Application** (version dated 9/2020 or after) to GAC.jobapps@illinois.gov
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.
- Seeking a Reduction - Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to GAC.jobapps@illinois.gov
  - A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
  - Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

### **Former State Employees:**

- Submit an **Official Position Vacancy Bid Form and CMS-100 Employment Application** (version dated 9/2020 or after) to GAC.jobapps@illinois.gov
- ◦ A separate Bid form and Application is required for each Posting Identification#/Job Requisition ID # or your bid will be rejected.
- ◦ Failure to complete and submit the new **CMS-100** (version dated 9/2020 or after) will result in your application being rejected.

### **Non-State Employees:**

- Submit a **CMS-100 Employment Application** (version dated 9/2020 or after) and official college transcripts (where applicable) to GAC.jobapps@illinois.gov
  - Documentation is required for each Posting/Bid ID or your application(s) will be rejected.
  - Failure to complete and submit the new **CMS-100** version (dated 9/2020 or after) will result in your application being rejected.