

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

TECHNICAL ADVISOR I

POSITION CODE: 45251  
Effective: 06/01/2015

DISTINGUISHING FEATURES OF WORK:

Under direction, performs routine research, advisory and consultative work, usually involving a single field of administrative regulations and including some application of legal principles to administrative problems encountered; conducts administrative hearings; writes reports of recommendations, following studies or investigations.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Conducts interviews with division heads, employees and the general public in developing a specific program at the request of an administrative superior.
2. Studies rules and regulations of an assigned department with respect to operation so as to improve operating processes.
3. Presides over administrative hearings; evaluates the application of state and federal laws, regulations and policies; prepares hearing decisions in a timely manner including: a statement of findings of fact, an analysis of the data and conclusions; confers with supervisor on important questions of interpretation, issues and cases.
4. Researches and prepares memoranda of law, administrative regulations, court decisions, precedents and other references.
5. Researches and prepares in assigned limited areas legal papers such as briefs, memoranda and summarizations.
6. Makes preliminary examinations of complex legal and administrative instruments and documents for sufficiency of information, form and accuracy.
7. Conducts field investigations or contacts sources in gathering information from or handling simple negotiations with claimants, witnesses or other interested parties.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

TECHNICAL ADVISOR I (Continued)

DESIRABLE REQUIREMENTS:

Education and Experience

Requires graduation from a recognized law school.

Knowledge, Skills and Abilities

Requires working knowledge of the nature and use of primary and secondary legal source materials and a working knowledge of the application of basic legal principles to individual cases or problems.

Requires elementary knowledge of case law as it relates to state and federal administrative and regulatory functions.

Requires elementary knowledge of court and quasi-judicial procedures and rules of evidence.

Requires elementary knowledge of principles of administration and management, including organization, controls and techniques used in dealing with management and procedural problems.

Requires ability to maintain satisfactory working relationships with superiors, other attorneys and the general public.

Requires skill and ability in analyzing, appraising and organizing facts, evidence and precedents and in presenting such material, when not involving highly complex problems, in clear and logical form by written media.

Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural, organizational, administrative or technical nature.

Requires basic keyboarding skills and the ability to utilize computer software programs.

May require possession of a valid appropriate driver's license or an ability to travel.