

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

TECHNICAL ADVISOR III

POSITION CODE: 45253

Effective: 6-1-09

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, engages in specialized legal or administrative work, or performs complex technical functions in the drafting of legislative bills and resolutions, with related advisory responsibilities of a very specialized nature; conducts specialized administrative hearings, specialized legal hearings and litigates matters before administrative tribunals; may assist attorneys on more difficult problems; conducts hearings; may supervise investigations and research activities for the determination of facts, preparation of administrative orders or decisions, the drafting of legislative bills and resolutions, and the advisement of divisional administrators; may process legal documents or papers.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, directs and conducts extensive and complex research or administrative studies of specific phases of division operations and presents reports to higher administrative officers.
2. Monitors administrative review matters and other litigation involving the agency; reviews administrative rule-making; drafts and reviews Administrative Rules and policies and procedures; performs specialized legal work; reviews and interprets legal documents; handles litigation, including Court-of-Claims cases; researches and writes legal opinions; represents the agency in legal matters with the Attorney General's Office; interprets laws enforced by the agency; conducts legal research and prepares written legal briefs; recommends rules changes and new legislation.
3. Conducts specialized administrative hearings and specialized legal hearings; 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; questions witnesses as needed; confers with supervisor on important questions of interpretation, issues and cases.

## TECHNICAL ADVISOR III (Continued)

2. Confers with taxpayers, witnesses, other attorneys, legislators, board and commission members, employers and others on difficult problems of statutory interpretations and compliance, such as fraudulent tax returns and fraud in obtaining public assistance.
3. Drafts proposed bills, amendments, resolutions, procedures, rules and regulations.
4. Makes or coordinates difficult and involved field investigations of law violations and claims.
5. Revises, codifies and clarifies current legislation by preparing, editing, and advising on digests, reports and opinions.
6. Conducts hearings and prepares from the testimony given, findings and recommendations for action of the assigned department.
7. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## DESIRABLE REQUIREMENTS:

### Education and Experience

Requires graduation from a recognized law school.

Requires possession of a valid license to practice law in Illinois.

Requires two years' professional experience in the practice of law.

### Knowledges, Skills and Abilities

Requires thorough knowledge of common law and of the state and federal laws, particularly relating to administrative and regulatory functions.

Requires extensive knowledge of judicial and quasi-judicial procedure and of the rules of evidence, hearings, and trials procedures.

Requires extensive knowledge in the field of law with which primarily concerned.

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

Requires ability to plan, layout and review with work relating to complicated legal problems.

TECHNICAL ADVISOR III (Continued)

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

Requires litigation skills.

Requires skill and ability in analyzing, appraising, and organizing facts, evidence and precedents concerned in difficult and complex cases and in presenting such material in clear and logical form for oral or written presentation, as briefs, orders, reports or decisions.

Requires ability to exercise sound judgment in appraising and evaluating problems of a procedural nature.

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

In addition to English verbal and written skills, candidates may be required to translate, speak and write a foreign language at a colloquial skill level. Some positions may require manual communication skills.