

ILLINOIS DEPARTMENT OF CENTRAL MANAGEMENT SERVICES  
CLASS SPECIFICATION

TECHNICAL ADVISOR ADVANCED PROGRAM SPECIALIST

POSITION CODE: 45256

Effective: 5-1-2005

DISTINGUISHING FEATURES OF WORK:

Under administrative direction, in the Department of Revenue, Legal Services Office and Administrative Law Judge Office, or the Department of Financial and Professional Regulation, Division of Professional Regulations, performs specialized legal services work at an advanced level in the specialized areas of tax law or professional services regulation.

A position at this class level performs substantive work in either providing guidance and direction to legal staff in the area of specialization, assigning, directing, reviewing and controlling projects to completion, or providing legal counsel and specialized technical assistance to the chief administrative officers of the agency and board members in the area of specialization, encompassing complex legal research, precedent setting hearings and/or studies. As spokesperson for the Department, presents cases to the State's Attorney or Attorney General and appears in court at trial with an Assistant Attorney General. Conducts complex hearings in the area of specialization.

May direct 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; may require the ability to travel.

ILLUSTRATIVE EXAMPLES OF WORK:

1. Plans, directs and conducts extensive and complex research or administrative studies of division operations and presents reports to higher administrative officers. Provides highly specialized technical assistance and participates directly as an expert on whose advice key decision makers rely on in formulating administrative policies for interpreting Illinois tax acts, rules, regulations and judicial decisions; prepares legal research in the specialized subject matter area dealing with sophisticated legal concepts or remote points of law.

## TECHNICAL ADVISOR ADVANCED PROGRAM SPECIALIST (Continued)

2. Represents the agency as counsel in complex tax litigation hearings before the Department of Revenue involving disputed tax claims; researches case appeals, court rulings and decisions, tax statutes, regulations, field audits, investigative reports and other materials to prepare for litigation hearings.
3. Renders legal opinions, and as an expert authority provides recommendations which must be considered in the development of programs and services where there is considerable room for disagreement in the application of legislation; serves as an expert authority in the program subject matter area. Confers with taxpayers, witnesses, other attorneys, legislators, board and commission members, employers and others on difficult problems of statutory interpretations and compliance, such as deficiency of claim cases.
4. Conducts research and provides expert legal advise to professional licensing and disciplinary boards in the interpretation of applicable statutes, proposed rules, regulations and changes in applicable legislation. Functions as counsel to the boards, assisting with interpretation of statutes and correct procedures in licensing and in deliberations regarding disciplinary actions.
5. Conducts formal hearings on allegations of violations of professional licensing laws within area of specialization; prepares the written complaint and all pleadings. Institutes licensure disciplinary hearings against licensees accused of irregular practice. Prepares a written report of findings and conclusions after board action and represents the Department at hearings or in court.
6. Makes or coordinates difficult and involved field investigations of law violations and claims.
7. Revises, codifies and clarifies current legislation by preparing, editing, and advising on digests, reports and opinions; drafts proposed bills, amendments, resolutions, procedures, rules and regulations.
8. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

## TECHNICAL ADVISOR ADVANCED PROGRAM SPECIALIST (Continued)

## DESIRABLE REQUIREMENTS:

Education and Experience

Requires graduation from a recognized law school.

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

Requires three years professional experience in the practice of law in the area of program specialization.

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, i.e., revenue tax law or professional licensing legislation.

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.

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

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.

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.

May require the ability to travel.