

Job Opportunity

Administrative Law Judge. PUBLIC SERVICE ADMINISTRATOR, OPT, 8L

State of Illinois

553 reviews

555 West Monroe Street, Chicago, IL 60661

Job details

\$6,667 - \$9,809 a month

Job Type

Full-time

Full Job Description

Agency: Department of Financial and Professional Regulation / Office of Legal Affairs / Formal Hearings / Committee Boards / Technical Staff

HR TRK: #31536

Closing Date/Time: 10/28/2021

Salary: Anticipated Starting Salary: \$6,667 - \$9,809

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU:

*****A RESUME IS REQUIRED FOR THIS JOBPOSTIN**

Please attach a DETAILED Resume/Curriculum Vitae (cv) to the MY DOCUMENTS section of your application. You WILL NOT be considered for the position if you attach a CMSIOO, CMSI 00b or any other document that is not a Resume or CV.

Position Overview

Under direction, serves as an Administrative Law Judge, performing a variety of legal tasks for the unit. Prepares for formal hearings involving professional license holders, applicants for licensure, and those seeking restoration for disciplinary status. Holds prehearing conferences. Conducts and presides over application, restoration, and disciplinary hearings as established by statute. Examines legal and administrative documents at hearings, reviews evidence and briefs submitted, examines statutes and court decisions prior to writing decisions. Conducts research and studies. Confers with and advises Department staff on legal problems/issues, Drafts proposed bills and statutory amendments, develops procedures, and amends rules and regulations.

Job Responsibilities

- Prepares for formal hearings involving professional license holders, applicants for licensure, and those seeking restoration for disciplinary status.
- Holds prehearing conferences for simplification and limitation of issues, negotiation of admissions or stipulations, limitation of evidence including number of witnesses, exchange of exhibits, assistance with negotiation of agreed dispositions, and other actions reasonably associated with preparing litigants for a formal hearing.
- Conducts and presides over application, restoration, and disciplinary hearings as established by statute.
- Examines legal and administrative documents at hearings, reviews evidence and briefs submitted, examines statutes and court decisions prior to writing decisions.
- Conducts research and studies of current decision, rulings and amendments, and does complex and extensive research into legal problems pertaining to the professions governed by the Department.
- Confers with and advises Department staff on legal problems/issues incident to the administration of Agency policies/procedures pertaining to the various professional Acts and
- Drafts proposed bills and statutory amendments, develops procedures, and amends rules and regulations for the enforcement of professional Acts and Rules.
- Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

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Minimum Qualifications

- Requires law degree and possession of a license to practice law in Illinois.
- Requires three years progressively responsible administrative experience in law.

Preferred Qualifications (In Order of Significance)

- Prefers at least four years of progressive experience in conducting trials.
- Prefers at least four years of experience writing legal documents for presentation in judicial or quasi-judicial proceedings.
- Prefers at least four years of experience working in a judicial or quasi-judicial setting, interacting regularly with staff, other attorneys, litigants and the general public.

Employment Conditions

- Requires the ability to travel.

Education Degree

- Requires law degree and possession of a license to practice law in Illinois.

Work Hours: 8:30am - 5:00pm Mon - Fri

Work Location: 555 West Monroe St., Chicago, IL 60661

Agency Contact: FPR.Employment@Illinois.gov

Job Function: Administration/Management

About the Agency

IDFPR is a regulatory licensing and enforcement agency that protects the residents of Illinois, ensures the safety and soundness of financial institutions, ensures that competent professionals are licensed to provide services to the public, and enhances commerce in the state for the benefit of all its residents. On Wed, Oct 13, 2021 at 12:00iPM <judgetedsherrod@gmail.com> wrote: