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Administrative Law Judge - PUBLIC SERVICE ADMINISTRATOR 8L

We continually strive for a workforce that reflects the growing diversity within the State of Illinois. A variety of employee backgrounds, perspectives, ideas and experiences are crucial to our ability to most effectively serve the public. Bilingual skills welcome

Reasonable Accommodation Statement

The State of Illinois is committed to working with and providing reasonable accommodations to people with disabilities. Further, federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job, interview for a job, or for any other activity related to the hiring process. Examples of reasonable accommodation include, but are not limited to, making a change to the application process (if possible), providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

To be provided a Reasonable Accommodation during the hiring process, you will need to provide a certification of disability from a physician, psychiatrist, school official or an Illinois Department of Human Services (DHS) Division of Rehabilitation Services (DRS) Vocational Rehabilitation (VR) Counselor. Supporting documentation should be uploaded under **My Documents** → **Additional Documents** section for each application.

Any questions on Reasonable Accommodations can be directed to Central Management Services Disability Resource Center at CMS.DisabilityResCen@illinois.gov or call (217) 524-7514 for further information and to request or discuss an accommodation.

Sponsorship for Employment

The State of Illinois does not provide sponsorship for employment visa status (e.g. H-1B visa status). To be considered for permanent employment with the State of Illinois, applicants must be currently authorized to work in the United States on a full-time basis.

Disclosure of Salary Information

In compliance with the Illinois Equal Pay Act, 820 ILCS 112/1 et seq., the State does not seek, request, or require a job applicant's wage or salary history. Employment decisions are not made based on an applicant's wage or salary history. To that end, please **do not include wage or salary information in your resume or other profile or application materials.**

Date: Jan 19, 2023

Location: Chicago, IL, US, 60661

Job Requisition ID: 23090

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

HR Tracking#: 34385

Closing Date/Time: 02/02/2023

Salary: \$3,116 - \$11,079 (Anticipated Salary: \$7,000 - \$9,200)

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 1

Plan/BU:

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

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 CMS100, CMS100b or any other document that is not a Resume or CV.

Position Overview

Attorney needed! Under direction, serves as an Administrative Law Judge, performing a variety of legal tasks for the unit. Examines legal and administrative documents at hearings, reviews evidence and briefs submitted, examines statutes and court decisions prior to writing decisions. Holds prehearing conferences. Conducts and presides over application, restoration, and disciplinary hearings as established by statute. Prepares for formal hearings involving professional license holders, applicants for licensure, and those seeking restoration for disciplinary status. 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

- Examines legal and administrative documents at hearings, reviews evidence and briefs submitted, examines statutes and court decisions prior to writing decisions
- 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
- Prepares for formal hearings involving professional license holders, applicants for licensure, and those seeking restoration for disciplinary status
- 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 Rules
- 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

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

- Prefers experience in at least the last ten consecutive years in drafting complaints, motions, briefs, and other pleadings of at least five pages in length for presentation in judicial or quasi-judicial proceedings
- Prefers at least eight years of progressive experience in conducting trials as a licensed attorney
- Prefers at least six years of experience working as a licensed attorney in a judicial, or quasi-judicial setting, interacting regularly with the court, staff, other attorneys, 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
- Requires three years progressively responsible administrative experience in law

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.

Work Hours: 8:30am - 5:00pm M-F

Work Location: 555 West Monroe Street, Chicago IL 60661

Agency Contact: FPR.Employment@Illinois.Gov

Job Family: Administration/Management

Revolving Door:

Certain provisions of the revolving door restrictions contained in 5 ILCS 430/5-45 apply to this position. As a result, the employee should be aware that if offered non-State employment during State employment or within one year immediately after ending State employment, the employee shall, prior to accepting any such non-State employment offer, notify the Office of the Executive Inspector General for the Agencies of the Illinois Governor ("OEIG") or may be subject to a fine.

The main form of communication will be through email. Please check your "junk mail", "spam", or "other" folder for communication(s) regarding any submitted application(s). You may receive emails from the following addresses:

- donotreply@SIL-P1.ns2cloud.com
- systems@SIL-P1.ns2cloud.com

Nearest Major Market: Chicago

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