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Administrative Law Judge (Technical Advisor II)

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.DisabilityResGen@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 25, 2023

Location: Chicago, IL, US, 60602-3134

Job Requisition ID: 20734

Agency : Department of Human Services

Opening Date: January 26, 2023

Closing Date/Time: 02/08/2023

Salary: Anticipated Salary: \$5,536 - \$8,279 per month

Job Type: Salaried Full Time

County: Cook

Number of Vacancies: 4

Plan/BU: RC010

This position is a union position; therefore, provisions of the relevant collective bargaining agreement/labor contract apply to the filling of this position.

All applicants who want to be considered for this position MUST apply electronically through the illinois.jobs2web.com website. State of Illinois employees should click the link near the top left to apply through the **SuccessFactors employee career portal.**

While not required, a Resume/Curriculum Vitae (CV) is recommended. When applicable, titles that require specific coursework, professional license or certification will include a notation requesting the appropriate document(s) be uploaded in the Additional Documents section of your application. Failure to upload requested transcripts, license and/or proof of certification when specified may result in eligibility. Please note that the Department of Human Services must verify proof of higher education for any degree earned (if applicable) regardless of vacancy title before any offer can be extended.

Applications submitted via email or any paper manner (mail, fax, hand delivery) will not be considered.

Posting Identification Number 10-17-20734

Position Overview

The Office of General Counsel is seeking to hire an Administrative Law Judge (ALJ) for the Department. In such capacity, performs legal research, conducts administrative hearings, and composes recommended decisions in connection with State and Federal programs. Each ALJ is responsible for maintaining the electronic hearing database containing the appeal record, including the status information, electronic audio recordings, and electronic documents. Confers and advises management on policy, legal, or administrative problems related to the appeals process.

Job Responsibilities

1. Reviews and processes evidence from the electronic case management system in the form of correspondence, complex financial records, medical records, and other relevant documents.
2. Conducts fair and impartial administrative hearings involving appeals filed by clients of Department of Human Services (DHS) in connection with a variety of State and Federal programs, convening and recording such hearings remotely via electronic means.
3. Maintains case status information on an electronic hearings database in a timely and accurate manner.
4. Confers and advises management on policy, legal, or administrative problems related to the appeal process.
5. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.

Minimum Qualifications

1. Requires graduation from a recognized law school.
2. Requires possession of a valid license to practice law in Illinois.

Preferred Qualifications

1. Three (3) years of professional experience operating in a paperless environment (all electronic records) for a public or private organization.
2. Two (2) years of professional experience working with judicial and quasi-judicial procedures and rules

of evidence.

3. Three (3) years of professional experience working with web-based software and electronic record keeping.
4. Two (2) years of professional experience in effective, collaborative communication (orally and written) to internal and external entities.
5. Two (2) years of professional experience analyzing, appraising, and organizing facts, evidence and precedents and in presenting such material.
6. Three (3) years of professional experience in web-based legal research.

Conditions of Employment

1. Requires the ability to travel throughout the State.
2. Requires basic proficiency in Microsoft Office Suite.

Work Hours: Monday - Friday, 8:30am - 5:00pm

Work Location: 69 W Washington St Chicago, IL 60602-3134

Office of General Counsel

Division of Administrative Hearings and Rules

Bureau of Hearings

Agency Contact: DHS.HiringUnit@Illinois.gov

Job Family: Legal and Compliance; Social Services

About the Agency: The Illinois Department of Human Services serves families in need across Illinois. Our mission is providing equitable access to social services, supports, programs and resources to enhance the lives of all who we serve. We are committed to the core values of Human Dignity, Equity, Community, Urgency, Transparency and Kindness.

- As a State of Illinois Employee, you will receive a robust benefit package that includes the following:
- A Pension Program
- Competitive Group Insurance Benefits including Health, Life, Dental and Vision Insurance
- 3 Paid Personal Business Days annually
- 12 Paid Sick Days annually (Sick days carry over from year to year)
- 10-25 Days of Paid Vacation time annually - (10 days in year one of employment)
- * Personal, Sick, & Vacation rates modified for 12-hour Work Schedules (as applicable)
- 13 Paid Holidays annually, 14 on even numbered years
- Flexible Work Schedules (when available dependent upon position)
- 10 Weeks Paid Maternity/Paternity Leave
- Deferred Compensation Program - A supplemental retirement plan
- Optional Pre-Tax Programs such as Medical Care Assistance Plan (MCAP), Dependent Care Assistance Plan (DCAP)
- Tuition Reimbursement Program and Federal Public Service Loan Forgiveness Program eligibility
- 5% Salary Differential for Bilingual Positions
- Commuter Savings Program (Chicago only)

For more information about our benefits please follow this link:

<https://www2.illinois.gov/cms/benefits/Pages/default.aspx>

APPLICATION INSTRUCTIONS

Use the "Apply" button at the top right or bottom right of this posting to begin the application process. If you are not already signed in, you will be prompted to do so.

State employees should sign in to the career portal for State of Illinois employees – a link is available at the top left of the Illinois.jobs2web.com homepage in the blue ribbon.

Non-State employees should log in on the using the "View Profile" link in the top right of the Illinois.jobs2web.com homepage in the blue ribbon. If you have never before signed in, you will be prompted to create an account.

If you have questions about how to apply, please see the following resources:

State employees: Log in to the career portal for State employees and review the Internal Candidate Application Job Aid

Non-State employees: on Illinois.jobs2web.com – click "Application Procedures" in the footer of every page of the website.

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

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