

July 22, 2024

**JOB VACANCY ANNOUNCEMENT
ADMINISTRATIVE OFFICE OF THE ILLINOIS COURTS**

POSITION:	Labor/Employment Attorney
DIVISION:	Executive Division
BENEFITS:	An attractive Judicial Branch benefits package is offered, including medical, dental, vision, pension plan, life insurance and deferred compensation.
SALARY:	Minimum salary \$91,844; commensurate with experience
REPORTING RELATIONSHIP:	Chief Legal Counsel
LOCATION:	This is a full-time position located in either Chicago or Springfield, with opportunities to work remotely part-time.
HOURS OF WORK:	8:30 a.m. – 5:00 p.m.

ESSENTIAL RESPONSIBILITIES: The Labor/Employment Attorney serves as in-house legal counsel for the Administrative Office of the Illinois Courts. This position performs professional legal work and provides legal advice related to non-adjudicative judicial branch matters. This position represents chief circuit judges and circuit court clerks in labor relations matters (excluding the litigation phase), negotiates labor contracts, and provides legal counsel on labor and employment matters.

FUNCTIONS INCLUDE:

- Under the supervision of the Senior Labor/Employment Attorney, labor work is performed with considerable independence and latitude for professional judgment. In consultation with chief judges and circuit clerks, labor work includes but is not limited to:
 - Plans strategies for collective bargaining and labor relations and confers with judicial officers or other court system managers to plan local court strategy for contract negotiations.
 - Consistent with Supreme Court policies and standards, provides legal advice to judges and court managers on labor relations and employment matters.
 - Conducts labor/management relations activities including meetings with union officials and bargaining teams for the purpose of negotiating collective bargaining agreements.
 - Conducts meetings with judicial employers and managers and various county officials to discuss, develop and finalize bargaining objectives.
 - Reviews and drafts contract proposals and counterproposals for negotiations.
 - Discusses and advises employer representatives on the status of negotiations, union positions and proposals, possible resolutions, and alternatives to union proposals.
 - Prepares correspondence related to labor relations activities such as existing contract amendments and clarification on union positions and proposals.

- Research labor and employment laws and administrative findings, wage data and surveys and other matters concerning Human Resource issues.
- Provides legal, procedural, and policy advice to the Administrative Office, judicial branch entities, and other parties involved in the court system.
- Drafts and negotiates commercial leases and serve as primary point of contact for landlords. Provides legal support for enforcement of commercial leases.
- Provides staff support and serves as AOIC Representative to judicial branch committees, taskforces, boards and/or commissions.
- Conducts legal research and provides legal and practical counsel to judges, the Administrative Office, judicial branch agencies, judicial branch stakeholders, and court personnel throughout the state and other parties involved in the court system on non-case related judicial branch matters.
- Drafts, revises, or reviews Supreme Court rules, orders, and policies.
- Researches and drafts vote memoranda and narrative agenda items for the Administrative Director's Administrative Agenda to the Supreme Court.
- Attends and participates in trainings, meetings and conferences as required.
- Must maintain license to practice law in the State of Illinois in good standing for the duration of employment.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Candidates must have Juris Doctorate degree from an ABA accredited law school and three (3) years of related experience practicing law. Candidates must be licensed to practice law in the State of Illinois or have the ability to become licensed prior to employment. Preference will be given for those with experience serving as legal counsel to a union, unit of government/governmental agency, non-for profit organization/association, business or other organization.

Candidates must possess a demonstrated knowledge of the principles, scope and process of collective bargaining in the public sector; working knowledge of applicable State and Federal labor laws; strong knowledge of strategies, tactics and impasse procedures, grievance and arbitration procedures and methods for obtaining and evaluating salary and total compensation data; ability to advise and interact with all levels of management and internal and external stakeholders; ability to analyze and evaluate complex data, evaluate alternative solutions and identify consequences of decisions and recommendations; excellent oral and written communication skills, techniques for interviewing, counseling and instructing and facilitating group discussions; skill in the use of independent judgment within established practice and procedural guidelines; strong analytical, organizational and interpersonal skills; knowledge and experience using Microsoft Office Professional Suite.

PHYSICAL REQUIREMENTS: Applicant must be a resident of the State of Illinois or be willing to relocate to the State of Illinois. This position requires the ability to sit for extended periods of time. This is a professional office working environment requiring telephone usage, ability to process written documents, and ability to operate a computer. Applicant must have the ability to travel throughout the state including overnight stays as required.

APPLICATION PROCESS: Interested individuals should submit a letter of interest, resume, professional writing sample and a completed [Judicial Branch Employment Application](#) to:

courtempoyment@IllinoisCourts.gov

This position will remain open until filled.

EQUAL OPPORTUNITY EMPLOYER