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# ICC

# Illinois Commerce Commission

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## POSITION AVAILABLE

The Office of the Commissioners at the Illinois Commerce Commission (ICC) is seeking one individual to work as a Commissioner's Assistant at the Commission's Chicago Office, located at 160 North LaSalle Street, Chicago, IL.

**BRIEF DESCRIPTION OF DUTIES:** The Commissioner's Assistant aids the Commissioner with research, analysis, and development of issues and opinions relating to the industries regulated by the Commission; conducts research projects, prepares reports and economic based studies; assists the Commissioner in amending proposed orders, drafting dissenting and concurring opinions; provides expert advice, analysis and research on a variety of issues related to the regulation of energy, telecommunications, water, and the transportation industries; plans and conducts extensive and complex research to determine if economic and policy analyses provided by utilities, industry, and consumer advocates support a proposed action before the Commission; confers and advises the Commissioner on controversial problems of statutory interpretation and compliance; assists in materials filed in the cases before ICC, prepares case summaries, assists in developing questions, alternative orders, reviews and comments on orders, testimony, staff reports and other filings and otherwise provides policy analysis to assist the Commissioner; researches and drafts letters, memoranda, speeches, articles and legislative proposals as requested by the Commissioner; acts as a liaison between the Commissioner and other Advisors, ICC staff, governmental agencies, and industry parties; monitors trade and academic literature in order to keep abreast of issues and trends in utility regulation; establishes and maintains a regulatory policy research agenda for the Commissioner, as required or directed; and serves as representative of Commissioner at meetings, as required.

**EDUCATION, EXPERIENCE AND TRAINING REQUIRED:** The Commissioner Assistant reports directly to their assigned Commissioner, appointed by the Governor. The successful candidate will have a bachelor's degree in economics, engineering, law, finance, accounting or related field. An advanced degree in economics, engineering, law, finance or accounting is preferred. Significant additional experience in public utility regulation may substitute for the advanced degree. In addition, this position requires superior written and oral English communication skills; extensive knowledge of the personal computer and related software programs and applications; working knowledge of the agency programs, rules, regulations, policies, procedures, and the Illinois Administrative Code; strong communications skills to be able to successfully interact with ICC staff, representatives of government, regulated industry, non-profit organizations and other stakeholders. **Candidates with a demonstrated interest in energy or environmental law or policy are strongly encouraged to apply.** The Commissioner's Assistant is an ICC merit compensation grade 12 position. **To apply**, submit a cover letter, resume, CMS-100, and copies of your college transcripts on or before January 6, 2020 to: Human Resource Department, 527 East Capitol Avenue, Springfield, IL 62701. Questions may be directed to Colette Smith at 217-782-3618 or via e-mail to [colette.smith@illinois.gov](mailto:colette.smith@illinois.gov).

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**Posting Period: December 22, 2020 – January 6, 2020**

*The ICC regulates Illinois investor-owned electric, natural gas, telephone, water, and sewer companies and is working to bring competition to these industries. In addition, the Commission exercises authority over railroad safety and hazardous materials movement, towing companies operating in the Chicago area, and motor carrier insurance requirements.*

## **EQUAL EMPLOYMENT OPPORTUNITY**

*The ICC is an Equal Opportunity Employer supporting Diversity in the Workplace.*

*Minorities, women and persons with disabilities are encouraged to apply.*

**Persons with disabilities are asked to notify the ICC Human Resources Department in advance if accommodations are required.**

Resumes to: Illinois Commerce Commission, Human Resources Department  
527 East Capitol Avenue, Springfield, Illinois 62701

Telephone (217) 557-4206 ● Fax (217) 785-1770 ● TDD("V/TTY") (217) 782-7434 ● [www.icc.illinois.gov](http://www.icc.illinois.gov)