

Job Posting
General Counsel at the Illinois Human Rights Commission

The Illinois Human Rights Commission (Commission) is seeking to hire a General Counsel. The Commission is the adjudicatory body responsible for reviewing, hearing, and enforcing discrimination complaints filed under the Illinois Human Rights Act following the investigation of such complaints by the Department of Human Rights. The General Counsel, along with the Office of the General Counsel, provides the Commission with advice on some of the most interesting and impactful legal issues of the day, including providing guidance on sexual orientation and gender identity issues in employment settings; the agency's response to the COVID-19 pandemic; discrimination issues in the housing arena; the implementation of a new e-filing system; and the agency's diversity, equity, and inclusion (DEI) initiatives. The General Counsel serves as the supervisor of, and coordinates the activities of a Deputy General Counsel, four Assistant General Counsels and three or more administrative operations support staff. The General Counsel also does the following:

- Advises on legislation and rulemaking impacting the Illinois Human Rights Act and the Commission.
- Advises three-member Commissioner panels on cases presented for adjudication.
- Drafts recommended orders for review of three-member Commissioner panels.
- Monitors agency compliance of various Illinois statutes.
- Serves as the agency ethics officer; analyzes ethics and personnel questions for agency staff and Commissioners.
- Serves as the agency Open Meetings Act Officer and advises the agency staff and Commissioners on Open Meetings Act issues; handles Freedom of Information Act requests.
- Assists the Illinois Attorney General in the preparation of the defense of Commission decisions.
- Creates and develops Commissioner training.
- Implements a continued legal education program for various issues under the Illinois Human Rights Act.
- Assists the Commission's Executive Director in creating, planning, developing and implementing programs, processes and procedures to lawfully carry out the statutory requirements of the Commission.
- Analyzes any number of legal and business issues that arise in the Commission.

Ideal candidate will have:

- Excellent organizational abilities, attention to detail, and the ability to handle multiple projects Simultaneously.
- Ability to work independently as well as within a team.
- Commitment to public service and strong interest in civil rights, housing, and employment law.
- Exceptional legal research, writing, and analytic skills.
- Demonstrated ability to communicate clearly and persuasively.
- At least eight years of legal experience.
- Admission to the Illinois Bar.

Application Process

Candidates should submit a cover letter and resume to HRC.News@illinois.gov with the subject line "General Counsel Position – Application Materials." Applications will be considered on a rolling basis. No phone calls please.