

August 7, 2020

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

POSITION:	Labor/Employment Attorney
DIVISION:	Court Services Division
BENEFITS:	An attractive Judicial Branch benefits package is offered, including medical, dental, vision, pension plan, life insurance and deferred compensation.
SALARY:	Minimum Annual Salary \$82,457 – Salary at appointment to be commensurate with experience
REPORTING RELATIONSHIP:	Assistant Director, Court Services

ESSENTIAL RESPONSIBILITIES: The Labor/Employment Attorney works with the Senior Labor/Employment Attorney performing highly responsible labor relations legal work in support of the Illinois Courts. 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. This position also advises the Administrative Director and Human Resources on employment law matters. Work is performed with considerable independence and latitude for professional judgment in consultation with chief judges and circuit clerks. The position is under the direct supervision of the Assistant Director, Court Services, but may be asked to perform general legal work at the direction of the Chief Legal Counsel.

FUNCTIONS INCLUDE:

- 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 and 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.
- Researches labor and employment laws and administrative findings, wage data and surveys and other matters concerning Human Resource issues.
- Review and draft employment policies and serve as a legal resource for the HR Unit.

- May perform additional legal duties under the supervision of the Chief Legal Counsel.
- May serve as liaison to one or more Supreme Court Committees.
- Performs other duties as assigned.

EDUCATION AND EXPERIENCE: Graduation from a law school accredited by the American Bar Association and a minimum of three years experience in preparing for and negotiating labor contracts in the public sector.

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.

This position requires the ability to sit for extended periods of time. Applicant must have ability to travel frequently. Occasional overnight travel is required. This is a professional office working environment requiring telephone usage and the ability to process written documents. Must possess a valid Illinois driver's license and demonstrate proof of automobile insurance to operate a personal vehicle on state business, as well as maintain a safe driving record.

APPLICATION PROCESS: Electronic submission is preferred. 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