



**ILLINOIS POWER AGENCY**

Anthony M. Star, Acting Director

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September 16, 2013

**Illinois Power Agency  
Seeks  
Deputy Legal Counsel**

The Illinois Power Agency is seeking a Deputy Legal Counsel. This is a new position that will report to the Chief Legal Counsel, and is intended to augment the legal department of this five year-old State agency. The position will address a range of legal issues, but will focus on legislative affairs.

Please see the attached job description for more information on the duties of the position and the qualifications required. The IPA will consider interest in either a full-time or part-time position.

For more information on the Illinois Power Agency, please see: [www.illinois.gov/ipa](http://www.illinois.gov/ipa)

To apply, please send a cover letter, resume, salary history, and three professional references to:

Anthony Star  
Acting Director  
Illinois Power Agency  
160 North LaSalle Street, Suite C-504,  
Chicago, Illinois 60601  
[Anthony.star@illinois.gov](mailto:Anthony.star@illinois.gov)

No phone calls please.

*The Illinois Power Agency is an Equal Opportunity/Affirmative Action employer.*

# ILLINOIS POWER AGENCY

## POSITION DESCRIPTION

1. POSITION TITLE		2. AGENCY		3. WORK COUNTY	4. POSITION NUMBER	
Existing Position						
New/Revised Position Deputy Legal Counsel		Illinois Power Agency		016	00000-00-00	
5. WORK LOCATION			6. TERM CODE		<input checked="" type="checkbox"/> ESTABLISH <input type="checkbox"/> CLARIFY <input type="checkbox"/> ABOLISH	7. EFFECTIVE DATE
Existing Position						9/16/13
New/Revised Position Chicago						
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS					
	<p>Under the authority and direction of the Chief Legal Counsel of the Illinois Power Agency (IPA), serve as Deputy Legal Counsel of the IPA.</p> <ol style="list-style-type: none"> <li>Assume duties as legislative liaison for the IPA. These duties include, but are not limited to: serving as the point of contact for legislators, staffers, and other public officials. Travel to Springfield may be required when the General Assembly is in session.</li> <li>Create periodic plans for legislative action for review by the Director and Chief Legal Counsel, and carry out actions necessary to effectuate the plan.</li> <li>Assist the Chief Legal Counsel in litigation before the Illinois Commerce Commission, including litigation of the IPA Procurement Plan and advising on contracts with winning procurement bidders.</li> <li>Assist the Chief Legal Counsel in researching and formulating guidance on legal issues for both internal and external constituencies.</li> <li>In coordination with the Director, the Bureau Chief of the Procurement and Planning Bureau, and the Chief Legal Counsel, assist in developing IPA positions in contested matters and in anticipation of contested matters.</li> <li>Under the supervision of the Chief Legal Counsel, provide legal representation in matters involving the IPA.</li> <li>Represent the Director and the Agency at meetings, conferences and other gatherings, as needed.</li> <li>Participate in agency-level policy discussions; work directly with Agency management; gather and provide information to the Director for review; coordinate with staff and consultants in review and analysis of agency programs to ensure policy objectives are met.</li> <li>Perform other duties as required or assigned which are reasonably within the scope of the duties enumerated above.</li> </ol>					
IMMEDIATE SUPERVISOR SIGNATURE			DIRECTOR SIGNATURE			DATE
						8/30/2013

8. (CONTINUED)		
% OF TIME	8. COMPLETE CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS (Continued)	
9. POSITION TITLE AND NUMBER OF IMMEDIATE SUPERVISOR (Responsible for assigning and reviewing work, preparing, conducting and signing performance evaluations; effectively recommending and imposing disciplinary action and adjusting grievances for the incumbent of this position.)		
Chief Legal Counsel, Illinois Power Agency		
10. CHECK THE APPROPRIATE BOX IF THIS POSITION IS A:		
<input type="checkbox"/> SUPERVISOR		
List position title, position number, and number of subordinate incumbents or authorized funded headcount:		
Position Title	Position Number	No. of Incumbents or Funded Vacancies
11. SPECIALIZED KNOWLEDGES, SKILLS, ABILITIES, LICENSURE OR CERTIFICATION NECESSARY FOR THE SUCCESSFUL PERFORMANCE OF THE WORK OF THIS POSITION.		
<p>Requires a Juris Doctor degree from an accredited law school and membership in good standing with the Illinois Bar (or membership in another state bar and willingness to take the Illinois bar exam within six (6) months). At least two (2) years of experience with the Illinois legislative process and energy-related legislative issues are required.</p> <p>Previous experience in legislative affairs and with state government, and experience on energy or procurement matters is preferred.</p> <p><b>The Deputy Legal Counsel is prohibited from: (i) owning, directly or indirectly, 5% or more of the voting capital stock of an electric utility, independent power producer, power marketer, or alternative retail electric supplier; (ii) being in any chain of successive ownership of 5% or more of the voting capital stock of any electric utility, independent power producer, power marketer, or alternative retail electric supplier; (iii) receiving any form of compensation, fee, payment, or other consideration from an electric utility, independent power producer, power marketer, or alternative retail electric supplier, including legal fees, consulting fees, bonuses, or other sums. These limitations do not apply to any compensation received pursuant to a defined benefit plan or other form of deferred compensation, provided that the individual has otherwise severed all ties to the utility, power producer, power marketer, or alternative retail electric supplier.</b></p>		