



LEGISLATIVE REFERENCE BUREAU

112 State House, Springfield, Illinois 62706-1300

Phone: 217/782-6625

Staff Attorney Job Description

The Legislative Reference Bureau is a nonpartisan legislative support services agency that provides drafting services to the Illinois General Assembly.

The Bureau's staff attorneys are responsible for providing General Assembly members, legislative staff, State officers and officials, and others with the legal assistance necessary to prepare bills, amendments, resolutions, and other legislative documents.

The staff attorney position with the Bureau is a salaried, full-time position, with compensatory time awarded for overtime work. Compensation is based on individual qualifications and experience, beginning at \$76,000 per year, and includes benefits, such as paid time off; participation in an employer-sponsored pension plan; and access to a deferred compensation program and health, vision, and dental insurance benefits. Generally, the Bureau's hours are from 8:30 a.m. to 4:30 p.m. Monday through Friday. However, the position requires availability to work on evenings, weekends, and holidays during certain times of the year because of legislative requirements. This position is not eligible for remote or hybrid work.

The position requires a law degree and admission to (or eligibility for) the Illinois Bar. A staff attorney must be an excellent writer, must be able to work cooperatively and communicate effectively with the Bureau's staff and its legislative clients, and must fulfill the trust imposed by the General Assembly on the Bureau, including the obligation to maintain strict confidentiality.

Applicants should submit a cover letter, a résumé, and a writing sample to:

Legislative Reference Bureau
Staff Attorney Search Committee
112 State House
Springfield, Illinois 62706
LRBjobs@ilga.gov

Applicants will be required to demonstrate their writing and editing skills and must complete the Bureau's employment application form.

The Legislative Reference Bureau is an equal opportunity employer and prohibits discrimination based on race, color, national origin, ancestry, religion, disability, age, sex, gender, sexual orientation, pregnancy, marital status, order of protection status, military status, citizenship status, or any other characteristic protected by federal or state law.