

Job Title: ASSISTANT LEGAL COUNSEL - Procurement

Agency: Teachers' Retirement System of the State of Illinois

Closing Date/Time: Until filled

Salary: \$105,244 - \$119,979 Annually

County: Sangamon

Number of Vacancies: 1

*******A RESUME IS REQUIRED FOR THIS JOB POSTING*******

Job Summary

Under supervision of the Senior Legal Counsel, provide legal review and negotiation of System-generated master agreements, vendor form contracts, and related documents to protect the interests of the System in the procurement of goods and services for System operations. Work closely with the TRS Procurement Department to maintain awareness and provide legal oversight and guidance on procurement matters. Review contract forms and templates, solicitation documents, and TRS procurement policies and procedures to align with applicable law, the highest ethical standards and fairness, and best practices for an Illinois public retirement system. Provide legal review of a broad range of contracts, including nondisclosure agreements and software licensing agreements.

The incumbent responds to matters brought to the attention of the legal department but must also proactively identify legal vulnerabilities and offer preventative guidance concerning all matters related to TRS procurement in support of management's planning, strategy and decision making. The position requires the exercise of careful judgment, discretion, and confidential treatment of sensitive information as appropriate to a given assignment or project. Limited travel may be required.

The incumbent must be a graduate of an accredited law school and hold a valid license to practice law in the State of Illinois. To foster awareness of emerging legal issues and trends, the incumbent may maintain memberships in bar and professional organizations relevant to the assigned duties.

Essential Functions

- Provide legal review and advice regarding procurement of goods and services for System operations. Review and draft contracts, bid solicitations, NDAs, and other contract documentation. Negotiate System master agreements and vendor-proposed revisions to same to preserve uniformity and integrity of standard contract terms that protect the System. Negotiate vendor form contracts and modifications to minimize System risk. Coordinate with TRS Procurement Department in connection with same. Assist TRS Procurement Department with contract administration.
- Develop standardized, best practice contract terms for a variety of System professional services and operational needs, including terms related to use of offshore resources, data security, limitation of liability, indemnification etc.
- Maintain familiarity with applicable law and TRS procurement policies and procedures and administrative rules, and recommend revisions as legally advised to align with best practices and to protect System interests.
- Coordinate with TRS Procurement and other departments as appropriate to complete assigned duties.
- Attend Procurement and Contracting Oversight Committee meetings and provided related support.
- Provide backup coverage to internal counsel on other System legal matters.
- Assist in departmental administrative matters.
- Perform other duties as assigned or required including special projects.

Knowledge, Skills, and Abilities

- Instills commitment to organizational goals
- Demonstrates excellent judgement and decision-making skills
- Ability to work within tight timeframes and meet deadlines
- Proactively approaches responsibilities
- Demonstrated written and verbal communication skills

Minimum Requirements

- Must be a graduate of and hold a JD from an accredited law school and be a licensed attorney in good standing in the State of Illinois.
- Minimum of 3 years (preferably, 5) of progressively responsible service handling complex legal matters in a law firm, corporate legal department, or governmental agency with substantial experience in contract drafting and negotiations.
- Previous experience in one or more of the following areas is strongly preferred:
 - Public/governmental retirement plans
 - Tax-qualified retirement plans
 - Agency contracting and procurement
 - IT software and service agreements
 - Nondisclosure agreements
- Must be able to prioritize and manage numerous projects concurrently.

Work Hours: 8:30 - 4:30 M-F

Work Location: 2815 W. Washington St., Springfield, IL 62702-3397

Agency Contact: Christina Lonbom, clonbom@trsil.org

Job Family: Legal, Audit & Compliance

TRS provides retirement benefits for teachers who are employed by all Illinois public common and charter school districts located outside the city of Chicago. The Illinois Pension Code contains the laws relating to our creation, benefits, and administration.