

Illinois Department of
DCFS
Children & Family Services

Bruce Rauner
Governor

George H. Sheldon
Director

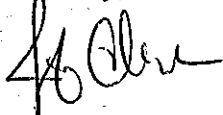
December 8, 2016

Rock Island County Bar Association
P.O. Box 3825
Rock Island, IL 61204

To Whom It May Concern:

Please be advised that the Illinois Department of Children and Family Services is seeking to hire an additional attorney to work out of the Rock Island DCFS office. The job description is attached. If you know anyone who might be interested in this position, please have them contact me. You may also post the job description, if you have that capability. Thank you.

Sincerely,



Jennifer Clark
Acting Assistant Deputy General Counsel
Illinois Department of Children and Family Services
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Danville, Illinois 61832
217-443-3200
Jennifer.Clark@illinois.gov

COMPLETE, CURRENT AND ACCURATE STATEMENT OF POSITION ESSENTIAL FUNCTIONS

Under administrative direction of the Assistant Deputy General Counsel for Central Region, serves as Downstate Supervisory Regional Counsel; appears personally in Court, especially on high profile or complex cases, in the performance of duties; provides advice and legal counsel to regional administrative staff; plans, directs, and conducts technical legal screening and provides consultation to caseworkers and supervisors; serves as agency liaison to judiciary and State's Attorney offices; serves as local agency liaison to Attorney General's Office; provides technical assistance to court liaison; serves as full time supervisor or subordinate professional staff; drives to various locations in the performance of duties.

1. Serves as Downstate Supervisory Regional Counsel; as directed, represents the Department at all hearings on calendars in the Juvenile Courts of assigned counties, including temporary custody, adjudication, disposition, permanency, status, progress, termination of parental rights, and motion hearings; provides guidance and counsel to staff attorneys, regional counsels, and other court personnel, as well as paralegals and technical advisors responsible for probate, delinquency, and other criminal matters; drives to various locations in the performance of duties.
2. Provides technical advice and counsel to Agency personnel conducting all levels of administrative "fair hearings"; serves as the Department's representative in the "fair hearing" process; represents the Department in administrative hearings on cases where requests have been made to expunge or amend records of child abuse or neglect and service appeals; make recommendations on appropriate action.
3. Serves as full line supervisor; assigns and reviews work; provides guidance and training to assigned staff; counsels staff regarding work performance; reassigns staff to meet day-to-day operating needs; establishes annual goals and objectives; approves/disapproves time off requests; adjusts first level grievances; effectively recommends and imposes discipline, up to and including discharge; prepares and signs performance evaluations; determines and recommends staffing needs.
4. Serves as legal advisor to the Regional Administrator; provides advice and counsel to regional administrative staff; attends and provides input into regional and administrative meetings as requested by the Regional Administrator; provides technical assistance to court liaisons, supervisors, and caseworkers in developing case presentations and interpreting court orders, statutes, and regulations.

5. Conducts technical legal screening and provides case consultation to caseworkers and supervisors to help prepare cases for termination of parental rights, to determine when cases are trial ready for TPR, and to provide legal consideration for case plan writing in all offices throughout the region; advocates for the filing of trial ready TPR petitions by the various State's Attorney offices and provides technical assistance to casework staff for legal preparation of case plans when TPR is a probable outcome.
6. Serves as agency liaison to judiciary, State's Attorney offices, and various court personnel in each county in the region; upon agreement with State's Attorney offices, represents the agency in proceedings under the Juvenile court in which the State's Attorney's Office cannot or will not adequately represent the agency's position; upon request, assist State's Attorneys in case preparation.
7. Serves as local agency liaison to the Attorney General's Office in cases in which the agency is represented by an Assistant Attorney General and represents the Department when the Attorney General's Office authorizes self-representation by the agency; plans and conducts legal training for regional personnel as requested by Regional Administrator or training liaison.
8. Maintains current working knowledge of new legislation, agency rules and policy, and all relevant law; conducts complex legal research and analysis in conjunction with providing timely, accurate legal advice and counsel; provides written advice and counsel on specific complex legal issues of both statewide and regional importance, requiring in-depth legal research and analysis; provides timely reporting to Assistant Chief/Downstate as requested; advises supervisors of pertinent developments and emergency situations in the region.
9. As legal counsel to the Region, provides recommendations to regional management in the discipline process, arbitration preparation, and grievance preparation concerning regional staff, attends pre-disciplinary meetings, grievance hearings, or other proceedings as a witness.
10. Performs other duties as required or assigned which are reasonably within the scope of the duties enumerated above.