

Office of the Illinois State Treasurer  
Position Description

**Position Title:** Legal Intern  
**Division:** Legal  
**Domicile:** Springfield and Chicago

**Position Summary:**

The goal of the Treasurer's Office Internship program is to provide a worthwhile experience to students who are interested in understanding how state government and financial entities can work together to provide important services to the public. The Office of the Treasurer has departments such as civic engagement, communications, information technology, policy, scheduling/advance, legal, portfolio investments, unclaimed property and investment operations that will offer a hands-on opportunity to understand how a Constitutional Officer and their staff perform their day to day job duties.

**Supervision:**

Reports to the Deputy General Counsel (Springfield) and Assistant General Counsel (Chicago)

**Supervisory Responsibilities:**

N/A

**Duties and Responsibilities:**

- Drafts and/or amends various types of contracts and other legal documents for senior staff review
- Assists in maintaining all general files for Legal Division
- Conducts legal research regarding pertinent legal issues, including statutory obligations, rights, duties and recourse
- Assists in drafting, analyzing and reviewing legal memoranda regarding various issues pertinent to the statutory obligations of the Illinois State Treasurer's Office
- Assist with creation of specialized communication and correspondence activities
- Assist with daily office activities as assigned
- Performs other duties as required or assigned which are reasonably related to the duties enumerated above

**Specific Skills:**

- Reliable and detailed oriented, excellent organizational aptitude
- Positive "can-do" attitude and strong overall work ethic
- Work well with others in a team environment
- Ability to multi-task and focus a time-sensitive environment
- Exceptional written and verbal communication skills
- Ability to maintain satisfactory working relationships and communicate effectively with all levels of staff and the general public
- High level of proficiency in Microsoft Office applications, including Word, Excel and PowerPoint

**Legal Intern Learning Objectives**

**Upon completion of this externship, you will have learned:**

- Best practices for drafting and amending legal documents
- How to conduct legal research in a work setting
- The basics of how a legal team advises staff in a government setting