



**ILLINOIS  
CRIMINAL JUSTICE  
INFORMATION AUTHORITY**

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300 W. Adams Street • Suite 200 • Chicago, Illinois 60606 • (312) 793-8550

**Attorney  
Victims of Crime Act**

The Illinois Criminal Justice Information Authority (“the Authority”), based in downtown Chicago, is seeking qualified candidates for the position of Attorney for the Victim of Crime Act (VOCA) grant. Under the direct supervision of the General Counsel/Chief of Staff, the attorney for the Victim of Crime Act (VOCA) grant acts as the liaison for the Office of the General Counsel (OGC) to the Federal and State Grants Unit for VOCA related matters to ensure compliance.

The VOCA attorney formulates and implements policies and procedures for the administration of VOCA funds in Illinois; reviews and analyzes Requests for Proposals and contracts related to VOCA grants made by the agency to ensure compliance with state and federal laws as well as agency rules and policies; consults with and advises other agency staff and community stakeholders regarding the application of laws and regulations. The VOCA attorney collaborates with the Research and Analysis unit to develop priorities and policies related to VOCA funds; provides policy-based and research-driven advice to agencies, community stakeholders, and grantees regarding the use of VOCA funds; drafts proposed legislative bills, amendments, resolutions, rules and regulations related to VOCA priorities and goals; travels as necessary to advocate for legislation and policies that align with the agency’s VOCA-related priorities and goals. The VOCA attorney also conducts complex legal research and writing related to any legal issues pertaining to VOCA and/or the agency’s administration of VOCA funds; conducts negotiations with government officials, grantees, or vendors regarding interagency agreements, VOCA grant agreements, or service contracts related to VOCA grants.



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An ideal candidate would possess the following attributes:

- License to practice law in Illinois
- Three years of experience in administration law in a public or business organization
- Demonstrated experience in analyzing and drafting legislative initiatives and proposals
- Ability to maintain successful working relationships with both State and local agencies
- Working knowledge of Microsoft Office and Windows 95
- Ability to travel

Interest should be expressed by email with cover letter and resume to Ms. Luz Agosto, Associate Director of Human Resources, Illinois Criminal Justice Information Authority, [Luz.agosto@illinois.gov](mailto:Luz.agosto@illinois.gov) Application process closes on July 8, 2016.

Created in 1983, the Illinois Criminal Justice Information Authority is a state agency dedicated to improving the state's criminal justice system. The Authority brings together key leaders from the justice system and public to identify critical issues, and to propose and evaluate policies, programs, and legislation that address those issues.

The Illinois Criminal Justice Information Authority is an equal opportunity employer and has a strong institutional commitment to embodying the principle of diversity in all aspects of its operations. In that spirit, we encourage applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, age, marital status, disability, and veteran status.