



**ILLINOIS
EDUCATION
ASSOCIATION**
www.ieaneaa.org

VACANCY NOTICE

100 East Edwards Street • Springfield, IL 62704-1999 • 217.544.0706 • Fax 217.544.0707

JULY 28, 2026

PLEASE POST

LEGAL SERVICES SECRETARY Springfield, IL

DEADLINE FOR INTERNAL CANDIDATES: August 11, 2026

EFFECTIVE DATE: To Be Determined.

HOW TO APPLY: Candidates should submit resume and application materials by using the following links: [Internal Candidates Apply Here](#) or [External Candidates Apply Here](#)

INTERVIEWS: Candidates who appear to meet the qualifications will be interviewed at a location selected by the IEA-NEA.

STAFF RELATIONSHIP: Directly responsible to the Associate General Counsel(s), Deputy General Counsel (as assigned), General Counsel and Executive Director.

POSITION DESCRIPTION: Performs varied and complex secretarial duties of a highly responsible nature; maintains efficient office procedures and practices designed to offer greatest support to the department and membership; performs some office administrative tasks.

RESPONSIBILITIES:

1. Handles and/or assists in handling confidential matters; screens telephone calls and visitors; handles correspondence, filing, messages, calendar, and other secretarial duties.
2. Performs all clerical functions of the office as directed.
3. Develops an understanding of the structure, operation, function of the IEA-NEA and the Legal Department and Program.
4. Develops an understanding of the structure, operation, function, personnel, rules and regulations of the Illinois Educational Labor Relations Board and other governmental agencies, including courts.
5. Develops an understanding of labor law.
6. In the absence of the Associate General Counsel(s), attends IELRB and other meetings and summarizes those discussions on current legal cases for Associate General Counsel(s), as requested.
7. Utilizes appropriate office procedures as per the IEA-NEA Legal Secretaries Procedures Manual and the IEA-NEA Associate Staff Manual.
8. Maintains case logs for in-depth reports and research functions.
9. Prepares monthly billing for NEA DuShane reimbursement of Associate General Counsel(s).
10. Performs research as requested by Associate General Counsel(s) such as WestLaw, Illinois Public Employee Reporter, National Public Employee Reporter, Labor Relations Reference Manual, and various other publications available in the Law Library.

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LEGAL SERVICES SECRETARY

Springfield, IL

(Continued)

RESPONSIBILITIES: (Continued)

11. Performs all stenographic functions of the office, including preparing initial drafts and typing a wide variety of legal correspondence, including briefs, affidavits, depositions, charges and petitions, reports and booklets. Takes and transcribes dictation and has a knowledge of transcribing equipment.
12. Maintains an adequate quantity of office supplies.
13. Processes incoming and outgoing mail.
14. Maintains and operates the office filing system, including case and research files.
15. Assists in maintaining adequate office security.
16. Maintains a working knowledge of office machines or similar computer equipment.
17. Provides information and/or materials as requested pursuant to departmental procedures and established policy; refers questions to appropriate personnel.
18. Demonstrates a high degree of interpersonal skills. Interacts appropriately with staff, members, and the general public.
19. Performs other appropriate duties as directed by assigned professional and management staff.

MINIMUM QUALIFICATIONS:

- Minimum high school diploma, business college or college desirable;
- Above average ability in typing, spelling, composition, and math skills;
- Capable of efficiently handling telephone requests;
- Ability to work independently;
- Knowledge and ability to perform the basic office accounting functions;
- Personal computer and other basic office machine experience or training, including but not limited to Microsoft Office Suite and web browsers, required; other similar computer experience or training required;
- Ability to interact effectively with members, IEA-NEA leadership and staff is essential;
- Valid driver's license.

SALARY AND BENEFITS:

Internal candidates: In conformance with the IEA-NEA/IEASO Associate Staff Contract.

External candidates: Salary range - \$18.67 per hour to \$28.15 per hour; a benefits summary can be found at <https://ieane.org/about/employment/> under Salary & Benefit Summaries, Associate Staff - Grade 2.

**IEA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER AND
ENCOURAGES WOMEN, MINORITIES, AND PERSONS WITH DISABILITIES TO APPLY.**