

STATE UNIVERSITIES CIVIL SERVICE SYSTEM

*Sunnycrest Center
1717 Philo Road, Suite 24
Urbana, Illinois 61802-6099*



John Butler
Merit Board Chair
Gail Schiesser
Executive Director

TO: Designated Employer Representatives, Classification and Testing Personnel

FROM: Gail Schiesser,
Executive Director

Gail M Schiesser

Digitally signed by Gail M
Schiesser
Date: 2026.10.14 18:52:09 -05'00'

DATE: October 15, 2026

RE: **Preliminary Status Notice: Legal Assistant 1 (Class Code Number 0273)**

A. Purpose: The State Universities Civil Service System continues to revise and modify its classification plan. The overall objective is to provide a structured and consistent classification and examination system that provides employment within the University System on the basis of merit and fitness.

B. Background: The **Legal Assistant 1 (Class Code Number 0273)** classification specification and examination are in development. These align with Illinois law and incorporate proven practices in human resource administration.

C. Actions Required by Employers

1. **Feedback:** Due to the confidential nature of examination material, please upload feedback regarding this proposed classification specification and examination by **Monday, November 30, 2026**, using Dropbox: www.dropbox.com/request/iepj5nfjz83jalfw7c14
2. **Class Specification Examination Instruments**
 - a. The revised class specification is available for preview on the Class/Exam Status Notices page of our website at <https://www.sucss.illinois.gov/pages/csn/default.aspx>.
 - b. The examination instruments will be available for preview in E-Test (Classification Preview section).
 - c. Employers are responsible for administering appointment and promotional processes in accordance with the State Universities Civil Service Act (110 ILCS 70/36b et seq.) and the Illinois Administrative Code tit. 80, Ch. VI, Part 250. For more information, please see: www.sucss.illinois.gov/pages/sar/default.aspx

D. Contact Information: If you have any questions or need additional information, please contact the University System office at cecddivision@sucss.illinois.gov.