

ROBERT SMITH

Assistant Attorney General II

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A licensed Texas attorney. Representation has included private and public entities involving commercial liability, workers' compensation disputes, and family law.

EXPERIENCE

Assistant Attorney General II

ABC Corporation - AUGUST 2000 - APRIL 2005

- Investigate fraud and abuse involving mismanagement of charitable assets, conflicts of interest, deceptive fundraising practices and breaches of fiduciary duties.
- Issue subpoenas; take testimony under oath; draft court papers, including complaints, affirmations, and memoranda of law; and negotiate settlement agreements.
- Review and analyze complaints made by the public; draft memoranda recommending a course of action, and interview witnesses.
- Represent the Attorney General in court proceedings; speak on behalf of the Charities Bureau at public events and workshops.
- Helped create the Directors U initiative, a program designed to enhance the leadership of not-for-profits by providing training, administrative support.
- Prepared a report announcing the findings of an inquiry concerning charitable "cause marketing"; campaigns and drafted best practices.
- Coordinated a group of attorneys on e-discovery tasks in connection with complex environmental tort litigation matters.

Assistant Attorney General

ABC Corporation - 1999 - 2000

- Legal representation provided on Illinois Unemployment Insurance Act caseload of 100-200 administrative review cases at the Cook County Circuit Court level as follows Drafted procedural and/or jurisdictional motions Drafted legal briefs in support of.
- Prosecuted employers non-payment of unemployment insurance contributions, interest, and/or penalties (owed to the Illinois Unemployment Insurance Trust Fund) in the Law Division-Tax & Miscellaneous Remedies Section of the Cook County Circuit Court.
- Defended administrative decisions involving workers applications for unemployment insurance benefits, and employers appeals addressing unemployment tax assessments and/or tax rate issues.
- Prepared casefiles for the prosecution and defense of agency decisions by three Regional Assistant Attorneys General covering eight counties outside of Cook County, Illinois.

- Represented the IDES before the Illinois Human Rights Commission and the U.S.
- District Court in employment discrimination lawsuits filed by IDES employees.
- Coordinated caseload workflow with two paralegals and one secretarial staff..

EDUCATION

- J.D. - (Fordham University School of Law - New York, NY)

SKILLS

Customer service, Computer, Printer, Legal drafting.