



## DEPARTMENT OF LAW

### CITY OF CHICAGO

## **ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL**

### **JOB ANNOUNCEMENT**

#### **DEPARTMENT OF LAW**

Affirmative Litigation, Administration and Real Estate Divisions

Number of Vacancies: 1

The City of Chicago Law Department is seeking an administrative assistant to assist the Deputy Corporation Counsels of the Affirmative Litigation, Administration - Public Safety Reform and Real Estate Divisions.

Affirmative Litigation attorneys represent the City in a broad range of investigations and litigation matters in both federal and state courts to protect the interests of the City and the rights, health, and safety of its residents under the City's false claims, consumer fraud, and revenue ordinances, as well as other applicable law. In addition, attorneys evaluate and bring litigation where appropriate involving the federal government to defend the rights of Chicago residents.

Administration – Public Safety Reform attorneys oversee the implementation of and compliance with the consent decree in State of Illinois v. City of Chicago and other public safety reform initiatives and other public safety reform initiatives. Attorneys work closely with other Divisions in the Department on general public safety matters, including relevant ordinances, federal civil rights cases, and City-wide policy priorities.

Real Estate attorneys represent the City in real estate transactional and litigation matters and are responsible for advising city departments and aldermen on zoning and land use issues and assisting client departments with real estate transactions, including acquisitions and dispositions for affordable housing, economic development, and other recreational and cultural uses; leases (as landlord and tenant); intergovernmental land transfers; implementation of the Affordable Requirements Ordinance; agreements with developers to provide public improvements; vacations, dedications, and public-private partnerships involving use of public right-of-way; and "rails to trails" conversions of abandoned rail lines for the creation of bike and pedestrian trails. The Division also serves as counsel to the Zoning Board of Appeals, the Chicago Plan Commission and the Commission on Chicago Landmarks.

Some of the essential duties of this position include, but are not limited to:

- using Microsoft Word and Excel to prepare legal documents, compose correspondence, and create spreadsheets.
- tracking legal filings.
- organizing and maintaining confidential paper and electronic files.
- screening telephone calls and visitors and scheduling appointments.
- responding to inquiries from the general public, city officials, governmental agencies, and City attorneys and support staff.
- coordinating travel arrangements for the Deputies and other division attorneys.
- verifying and maintaining timekeeping records for the Deputies and other division attorneys.
- conducting research and working on special projects.
- responding to e-discovery requests using Relativity and Logikcull.
- processing invoices from outside counsel and City vendors.
- coordinating the hiring and onboarding of new staff and volunteers to the divisions; and
- tracking settlement payments.

## **APPLICATION PROCESS**

You must submit (1) a cover letter and (2) your resume in hard copy to:

[LaVern.Scott-Levy@cityofchicago.org](mailto:LaVern.Scott-Levy@cityofchicago.org)

Department of Law

2 North LaSalle Street, Suite 560

Chicago, IL 60602

## **THIS POSITION IS SHAKMAN EXEMPT**

## **MINIMUM QUALIFICATIONS**

Graduation from an accredited college or university with a bachelor's degree, plus two years of legal/administrative support and/or secretarial experience; or an equivalent combination of education, training, and experience.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Candidates should have:

- Considerable experience with Microsoft Word and Excel software;
- Excellent organizational and communication skills; and
- Some knowledge of legal terminology and court procedures.

## **RESIDENCY REQUIREMENT**

All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal code. Proof of residency will be required.

**City of Chicago**  
Lori E. Lightfoot  
Mayor

**Department of Law**  
Celia Meza  
Corporation Counsel

**Department of Human Resources**  
Christopher Owen  
Commissioner

## **ANNUAL SALARY**

Entry level – \$61,920