

JOB ANNOUNCEMENT

DEPARTMENT OF LAW

Affirmative Litigation, Public Safety Reform, and Real Estate

ADMINISTRATIVE ASSISTANT TO DEPUTY CORPORATION COUNSEL

The City of Chicago Law Department is seeking an administrative assistant to the Deputy Corporation Counsel for the Affirmative Litigation Division, the Deputy Corporation Counsel for Public Safety Reform, and the Deputy Corporation Counsel for the Real Estate Division.

Affirmative Litigation Division 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, Affirmative Litigation Division attorneys evaluate and bring litigation where appropriate involving the federal government to defend the rights of Chicago residents.

The Deputy Corporation Counsel for Public Safety Reform oversees the implementation of and compliance with the consent decree in State of Illinois v. City of Chicago and other public safety reform initiatives.

Real Estate Division attorneys advise city departments, boards and commissions, and city council members on zoning and land use issues and assist client departments with real estate transactions, including acquisitions and dispositions for affordable housing, economic development and public recreational and other uses.

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: La Vern Scott-Levy @ City of Chicago Department of Law, 2 North LaSalle Street, Suite 560, Chicago, Illinois 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 organization 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	Department of Law	Department of Human Resources
Lori Lightfoot	Celia Meza	Christopher Owen
Mayor	Corporation Counsel	Commissioner

ANNUAL SALARY: Entry level \$63,780.00