



Assistant Corporation Counsel Supervisor - Supervising ACC (Regulatory-Litigation)

Aviation, Environmental, Regulatory and Contracts Division

SUMMARY

The City of Chicago Law Department is seeking an attorney for the position of Assistant Corporation Counsel Supervisor (“ACC Supervisor”) – Supervising ACC, in the AERC Division to represent the City in environmental matters. This position involves transactional, regulatory compliance, litigation, environmental enforcement, and client counseling work. The ACC Supervisor will work under the general supervision of the Deputy Corporation Counsel and Chief Assistant Corporation Counsel of the AERC Division, and will handle environmental matters, including solid waste, water, and air media , counseling City departments regarding compliance with federal, state and local environmental statutes and regulations, reviewing and drafting the environmental provisions of agreements relating to real estate, developing and implementing environmental cost recovery strategies, drafting environmental regulations and legislation, assisting City departments with National Environmental Policy Act (NEPA) reviews for proposed projects, providing assistance with the City’s brownfields redevelopment program, handling administrative actions to enforce municipal environmental ordinances and regulations, assisting with environmental liability insurance matters, providing advice and counsel to City departments relating to noise issues, advocating for City environmental positions in various public forums, and otherwise advising and counseling City departments on environmental matters. The ACC Supervisor also will handle other regulatory matters for the Division, as needed, which may include energy, water, and/or utilities. The ACC Supervisor may also be called upon to assist with and/or handle litigation in federal and state court, and proceedings before administrative bodies, relating primarily to environmental or various regulatory matters.

QUALIFICATIONS

- A minimum of six (6) years of legal experience as a licensed attorney.
- Graduation from an American Bar Association accredited law school and admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705).

CLICK TO APPLY:

<https://chicago.taleo.net/careersection/108/jobdetail.ftl?job=1652-2-031-2022>

Disclaimer - "Accredited" means any American law school that has passed and maintains the requirements of accreditation by the American Bar Association (www.americanbar.org).

Education & Employment Verification - Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: You must provide your transcripts or diploma, professional license, or training certificates at time of processing, if applicable.

KNOWLEDGE, ABILITIES AND SKILL

Superior writing, researching, and editing skills; demonstrated experience and ability to draft and negotiate agreements and contracts; excellent analytical and communication (oral and writing) skills; exceptional client counseling, negotiation, and organizational skills; demonstrated academic achievement; demonstrated leadership and initiative on assigned tasks; demonstrated ability to organize, prioritize, monitor, and control workflow deadlines, and ability to work well with others. Previous experience handling environmental matters is required, and experience in the area of energy, water, and/or utilities would be helpful but is not required.

NOTE: To be considered for this position you must provide information about your educational background and your work experience. You must include job titles, dates of employment, and specific job duties. (If you are a current City employee, Acting Up cannot be considered). If you fail to provide this information at the time you submit your application, it will be incomplete, and you will not be considered for this position.

APPLICATION PROCESS AND MATERIALS

You must submit an on-line application here on this site by **April 15, 2022 including:**

- Cover letter that (1) includes the position title and job number as noted on the posting; and (2) specifically identifies how you meet the minimum qualifications and have the knowledge, skills, and abilities listed below;
- Resume;
- Law school transcript (official or unofficial);
- Two writing samples; and
- Current printout of your attorney registration status from the Illinois ARDC website at www.iardc.org (or your admitted state bar's equivalent).

Failure to submit all materials will result in your application not being considered for the position.

NOTE REGARDING PUBLIC SERVICE LOAN FORGIVENESS: Working for the City of Chicago Department of Law may qualify you for loan forgiveness under the federal Public Service Loan Forgiveness Program. For detailed information, visit www.StudentAid.gov/publicservice or contact your federal loan servicer.

NOTE REGARDING QUESTIONS: If you have any questions regarding how to apply, please contact the Department of Human Resources. Please note that due to the volume of applications we receive, the Recruiting and Personnel Sections in the Department of Law are not able to take or return emails or phone calls seeking any information pertaining to the position or the process. Only those applicants selected for an interview will be contacted. Thank you for your interest in the City of Chicago Department of Law.

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE.

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected.

Evaluation: Your initial evaluation will be based on the documents submitted. Applications must be submitted by the individual applicant. No second party applications will be accepted.

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.

If you would like to request a reasonable accommodation due to disability or pregnancy in order to participate in the application process, please contact the City of Chicago, Department of Human Resources, at 312-744-4976 (voice) or 312-744-5035 (TTY). Please be prepared to provide information in support of your reasonable accommodation request.

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ANY AND ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago is an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago	Department of Law	Department of Human Resources
Lori E. Lightfoot Mayor	Celia Meza Corporation Counsel	Christopher Owen Commissioner