



JOB ANNOUNCEMENT

DEPARTMENT OF LAW – Affirmative Litigation and Public Safety Reform 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 (ALD) and the Deputy Corporation Counsel for Public Safety Reform.

ALD 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, ALD attorneys evaluate and bring litigation where appropriate involving the federal government in order to defend the rights of Chicago residents, including in the environmental, immigration, data privacy, and health care areas. In addition to overseeing the above operations, the ALD Deputy assists the Corporation Counsel and senior Department of Law leadership on special projects, including public safety reform and other Department-wide policy issues.

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.

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; and
- conducting research and working on special projects, as required.

APPLICATION PROCESS

You must submit (1) a cover letter and (2) your resume in hard copy to: James Dunn @ City of Chicago, Department of Law, 121 North LaSalle Street, Suite 600, 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
Rahm Emanuel	Edward N. Siskel	Soo Choi
Mayor	Corporation Counsel	Commissioner

ANNUAL SALARY: Entry level \$58,968.00