



CIVILIAN OFFICE OF POLICE ACCOUNTABILITY

INTEGRITY • TRANSPARENCY • INDEPENDENCE • TIMELINESS

ASSISTANT GENERAL COUNSEL

Civilian Office of Police Accountability (COPA)

Under direction, assists the overall management and direction of the Legal Division with the Civilian Office of Police Accountability, and performs related duties as required.

ESSENTIAL DUTIES

- As effective deputy to the General Counsel, assigns, supervises, and reviews the work of attorneys and paralegals that assist in the operation of the division (e.g., legal consultation, litigation, consent decree compliance, and First Amendment matters)
- Research and draft analysis on complex policy and constitutional issues in investigative reports
- Consults with private and City attorneys to recommend options regarding case strategies and resolutions to legally requested material or other transactional matters
- Coordinates the collection of materials requested through discovery requests or subpoenas, answers interrogatories and forwards to the Department of Law
- Reviews the content of complex legal documents for accuracy, completeness, and compliance with department directives, local, state, and federal laws and authorizes their use in pending cases and transactional matters
- Reviews legislation impacting COPA and assists in formulating the department's position on these issues
- Provides legal advice and interpretations of the Police Department's general orders, special orders, and collective bargaining agreements
- Represents COPA in high profile cases and functions and advises agency on internal labor/employment and contractual matters
- Reviews investigations for form and substance and makes recommendations to the General Counsel and Chief Administrator
- Initiates team building, develops work standards, and evaluates job performance of legal staff
- Provides and coordinates staff training and development
- Prepares productivity reports of the unit's work activities and the status of all requests
- Completes tasks as designated by the General Counsel

NOTE: *The list of essential duties is not intended to be inclusive; there may be other duties that are essential to particular positions within the class*

Location: Civilian Office of Police Accountability
Address: 1615 W. Chicago Ave, 4th floor, Chicago, IL 60622
Days: Monday - Friday
Hours: 9:00am to 5:00pm (limited after hours availability as required)
Salary: Up to \$115,560 annually

THIS POSITION IS EXEMPT FROM THE CAREER SERVICE

MINIMUM QUALIFICATIONS

- Graduation from an American Bar Association (ABA) accredited law school, plus five years of work experience in the legal profession as a licensed attorney of which three years are in a supervisory role or case management capacity related to the responsibilities of the position.

Licensure, Certification, or Other Qualifications

Admission to the Illinois Bar (or eligible for admission on motion to the Illinois Bar pursuant to Illinois Supreme Court Rule 705)

NOTE: You must submit your resume, law school transcript, and current printout from the Illinois ARDC website at www.iardc.org (or your admitted state bar's equivalent) at the time of interview. Failure to submit all materials will result in your application not being considered for this position.

Disclaimer – “Accredited” means any nationally or regionally accredited college, university, or law school where the applicant is enrolled in or has completed an Associates, Bachelors, Masters, or Juris Doctorate degree program.

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

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. There are three ways to provide the information: 1) you may attach a resume; 2) you may paste a resume; or 3) you can complete the online resume fields.

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 related to the qualifications of the position for which you are applying. If you received your degree internationally, all international transcripts/diplomas must be accompanied by a Foreign Credential Evaluation. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

NOTE: Candidates must pass a background investigation, drug screen, and other pre-employment procedures as determined by the Chicago Police Department

NOTE: A writing sample of no more than ten (10) pages will be required at the time of interview

Writing Sample – All Writing samples submitted in consideration for employment must comply with the following criteria:

1. The sample may either be a professional project report, academic project report, or an official communication related to a professional or academic project or a work-related report or communication
2. Each writing sample submitted must be no more than (10) pages
3. Each writing sample must be accompanied by a cover page explaining:
 - a. the sample's original purpose (e.g., a writing class, a professional project, a memorandum for an employer, etc.);
 - b. when (MM/DD/YYYY) and for whom the sample was written;
 - c. the extent of editing by any third party; AND
 - d. if the writing sample is an excerpt from a larger document, identify that larger document and provide context, if necessary

If an applicant chooses to submit a writing sample containing confidential or privileged information, the applicant must identify the steps taken (redactions, name changes, or consent from the client or employer) to preserve the confidential or privileged nature of the document

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.

Preference will be given to candidates possessing the following:

- Previous experience successfully managing legal professionals
- Previous litigation and discovery experience in depositions or the equivalent
- Comprehensive knowledge of law enforcement organizations, policies, regulations, and operations
- Demonstrated interest in policing oversight and transparency

Evaluation: Your initial evaluation will be based on information provided on the application form and documents submitted with the application. Applications must be submitted by the individual applicant. No second party applicants will be accepted.

Interested candidates may apply by submitting a resume, cover letter and writing sample to Deja.mcdaniel@chicagocopa.org with subject line “COPA – Assistant General Counsel” by no later than 11:59pm on May 16, 2022. Applications received via email will be the ONLY applications considered. Phone calls, or other contacts will NOT be considered. This posting is for internal and external applicants.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City 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 disabilityaccommodations@cityofchicago.org. 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
Lori Lightfoot, Mayor

Department of Human Resources
Chris Owen, Commissioner